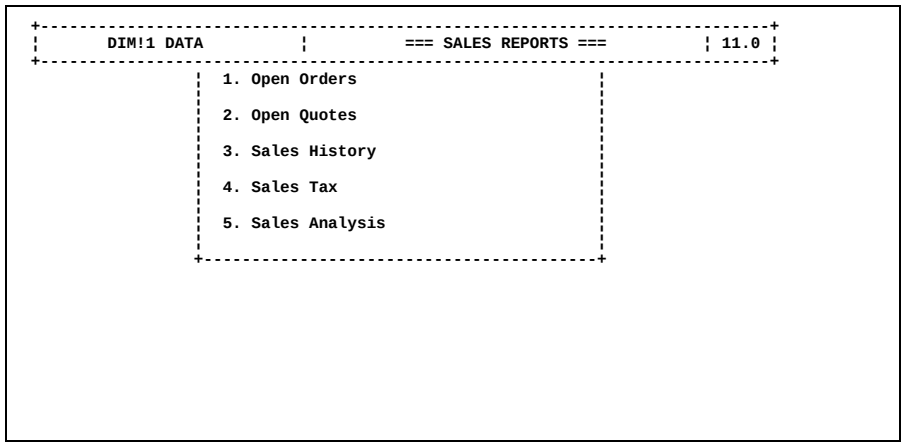
SECTION 2: Sales Reports

This section contains sales reports. When you select **Sales Reports** from the **Sales Menu**, another menu is displayed:



Each menu selection goes to a print program or another submenu of report selections. The following section is organized according to this menu and its submenus. Each report is described, its purpose is defined, and the input parameters are displayed.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine.

How to Use This Section

The reports in this section are written following a standard pattern.

- Each report begins on a new page.
- The purpose of the report is stated.
- A sample screen of the input parameters is presented.
- Any special or unique parameters are explained.
- And finally, there is a sample report.

Select Sales Optional Fields

On most sales reports, there is an input parameter called **SELECT SALES OPTIONAL FIELDS**, which is a useful tool that allows you to customize the report. It allows you to further specify which sale transactions to print by selecting a certain field and entering a value to compare to print (or not print) if a match is found or a range to print (or not print). For example, you might want to print an open order register for a certain written by salesman code. Since this parameter works the same for all sales reports containing it, its function and use is described here.

To Use the SELECT SALES OPTIONAL FIELD

1 If you wish to use this feature to customize the report, enter **Y** at **SELECT SALES OPTIONAL FIELD** while you are entering the input parameters.

2 The computer displays:

```
DS04200     Select Sales Transaction Field   DIM11 DATA          Date mm/dd/yy
Rev11.0.2                                                       Port  37
                                                                Store 01
     Enter Field To Check:

                +---------------------------+
                |                           |
                |   1-Batch Number          |
                |   2-Transaction Number    |
                |   3-From Transaction Type |
                |   4-Port Number           |
                |   5-Transaction Type      |
                |   6-Customer Number       |
                |   7-Transaction Date      |
                |   8-Terms Code            |
                |   9-Assigned By Salesman  |
                |  10-Price Level           |
                |  11-Written By Salesman   |
                |  12-Package Number        |
                |  13-Delivered By Salesman |
                |  14-Delivery Town Code    |
                |  15-Loaded By Salesman    |
                |   (more)                  |
                +---------------------------+
```

The cursor is positioned at **Enter Field To Check**. You can do one of three options:

- Enter the actual field number from the Sales Master File (SM0.D) of the field you wish to use for comparison. The field names are listed in a box on the screen with their corresponding field numbers. You can scroll through the fields in the box using the up and down arrows. See below.
- Press **Esc** to go back to the input parameters screen to change them or continue printing the report.

3 After selecting a field above, the corresponding field name is displayed and the computer displays:

```
DS04200     Select Sales Transaction Field   ABC LUMBER CO. DIM98  Date mm/dd/yy
Rev8.1.5                                                        Port  36
                                                                Store 01
     Enter Field To Check:       Written By Salesman

  1. Enter Values To Select    :

  2. Enter Values To Not Select:

  3. Enter Range To Select      Beginning Value:
                                Ending    Value:

  4. Enter Range To Not Select  Beginning Value:
                                Ending    Value:









 <Esc>=Back To Field To Check         Option (1-4):
```

Press **Esc** to go back to Step 2 to select another field or enter one of the displayed options:

1. Enter Values To Select

a. According to the field you selected in Step 2, enter the value to match and print. For example, you selected field #11, **Written By Salesman**, and wish to print only orders with Written By Salesman 2. Enter **2**.
b. You can enter up to 5 different values to match. For example, you selected field #45, **Addon Code 1**, and wish to print only items with addon codes 3, 4, 7, and 99. Enter **3**, **4**, **7**, and **99**, pressing **Enter** between each entry.
c. When you are done entering values, press **Enter** to go to Step 4.

2. Enter Values To Not Select

a. According to the field you selected in Step 2, enter the value to match and thereby not print. For example, you selected field #10, **Price Level**, and wish to print all orders with price levels other than 1. Enter **1**.
b. You can also enter up to 5 different values to match and not print.
c. When you are done entering values, press **Enter** to go to Step 4.

3. Enter Range To Select **Beginning Value :**
Ending Value :

a. According to the field you selected in Step 2, enter a beginning and ending value to match and print. For example, you selected field #53, **Total**, and wish to print a list of all orders with a total between $1,000 and $9,999. Enter **1000** for the beginning value and **9999** for the ending value.
b. You can enter up to 30 characters (alpha-numeric) for the beginning and ending values if you selected an alpha-numeric field.
c. When you are done entering values, press **Enter** to go to Step 4.

4. Enter Range To Not Select **Beginning Value :**
Ending Value :

a. According to the field you selected in Step 2, enter a beginning and ending value to match and thereby not print. For example, you selected field #54, **Total Average Cost Extension**, and wish to print a list of all orders with an average cost less than 40%. Enter **40** for the beginning value and press **Tab** to accept all nines (**9999999.99**) as the ending value.
b. You can enter up to 30 characters (alpha-numeric) for the beginning and ending values if you selected an alpha-numeric field.
c. When you are done entering values, press **Enter** to go to Step 4.

4 After setting up the option with its values, the computer asks at the bottom of the screen:

```
<Ent>=Accept      <Esc>=Back To Field To Check      Option (1-4):
```

You have the following options:

- Press **Enter** to accept the option and the value(s) you entered in Step 3. The selection is not effective until it is accepted. As you accept it, the computer displays in the upper right hand corner:

  ***** 1 OPTION SELECTED *****

  Continue to Step 5

- Press **Esc** to reject the entry and return to Step 2 to select another field to check or go back to the report input parameters.
- Enter another option (1-4). This rejects the current entry and returns to Step 3 to select another option.

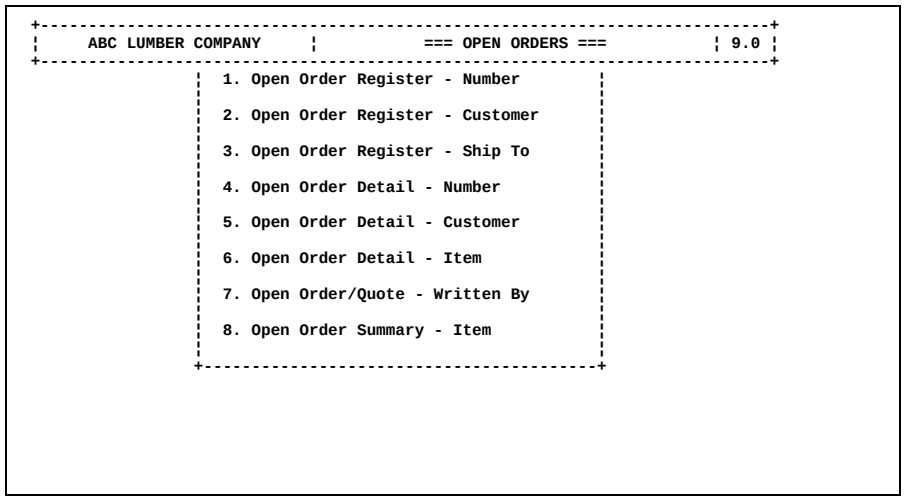
5 After accepting the entry, you are returned to Step 2. You can select up to 10 fields/options all together, thereby designing a very specific report.

6 When you are done selecting options and values, press **Esc** to go back to the report input parameters when the computer gives you that option (see Step 2). The number of options you selected will be displayed next the **SELECT SALES OPTIONAL FIELD (Y/N)**. You can then print the report using standard print procedures.

> ☞ **NOTE:** The heading of the report will indicate what options and values were selected and/or excluded.

Open Orders

This menu is displayed after selecting **1** for **Open Orders** from the **Sales Reports Menu**:

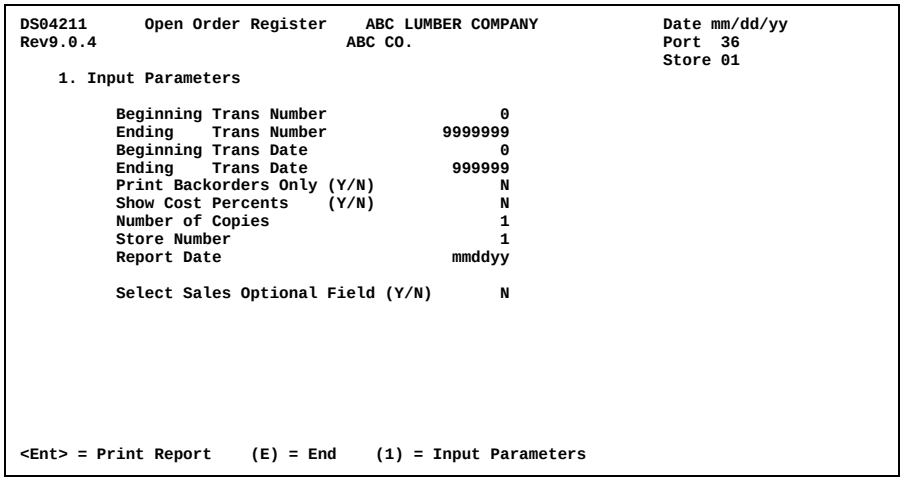

ABC LUMBER COMPANY
=== OPEN ORDERS ===
9.0
1. Open Order Register - Number
2. Open Order Register - Customer
3. Open Order Register - Ship To
4. Open Order Detail - Number
5. Open Order Detail - Customer
6. Open Order Detail - Item
7. Open Order/Quote - Written By
8. Open Order Summary - Item

See the following eight parts for descriptions of each report.

1. Open Order Register – Number

This report shows a summary register (one line per transaction) showing open orders in transaction number order. The report includes the transaction number, customer number and name, Y if credit was released (CR), ship to address, date, total, deposit amount, balance (open orders only), average and market percents (if selected), expected gross margin indicator ("+" if over, "-" if under), price source (if other than automatic), and written by code.

This information comes from the Sales Master File (SM0.D). Orders are stored temporarily until they are invoiced completely or deleted. Orders can be made for cash or charge customers.



```
DS04211      Open Order Register    ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.4                          ABC CO.                       Port  36
                                                                Store 01

    1. Input Parameters

          Beginning Trans Number                  0
          Ending    Trans Number            9999999
          Beginning Trans Date                    0
          Ending    Trans Date               999999
          Print Backorders Only (Y/N)              N
          Show Cost Percents    (Y/N)              N
          Number of Copies                         1
          Store Number                             1
          Report Date                         mmddyy

          Select Sales Optional Field (Y/N)        N









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Backorders Only (Y/N) — Enter **Y** if you wish to print backorders only or **N** to print all orders.

Show Cost Percents (Y/N) — Enter **Y** if you wish to print the average and market cost percents or **N** to leave them off the report.

SAMPLE OPEN ORDER REGISTER - NUMBER

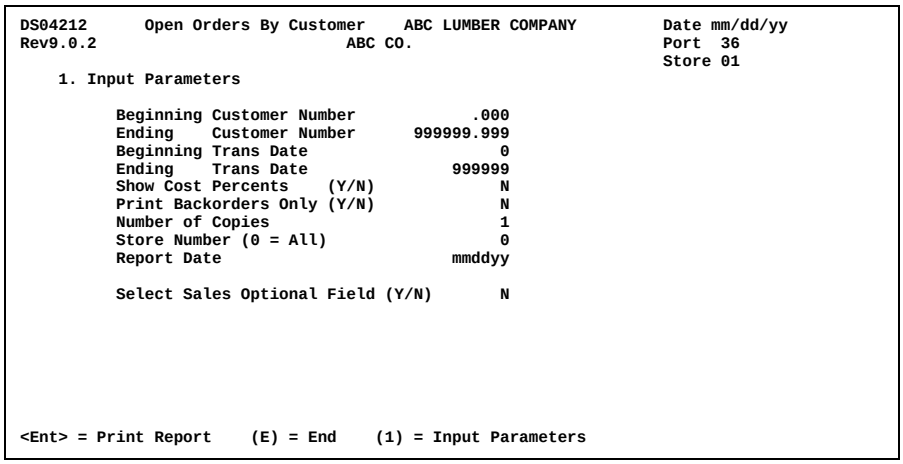
mm/dd/yy STORE 01 OPEN ORDER REGISTER ABC COMPANY ABC CO. DS04211
09:36:20 PAGE 0001

TRANS NUMBER	CUST NUMBER	NAME	CR	SHIP TO	DATE	TOTAL	DEPOSIT	BALANCE	M	P	WBY
4900687	1.000	CASH SALE			101196	14.07		14.07	M +		1
4900690	2000.000	BEST BUILT HOMES		1	120396	325.15		325.15	M +		1 I
4900691	1.000	CASH SALE			120396	21.25		21.25	M + X		1
4900695	1.000	CASH SALE			12497	10.63		10.63	M + X		1
4900696	3000.000	CLASSY DOORS & WINDOWS	Y		12897						1
4900697	3000.000	CLASSY DOORS & WINDOWS			12897						1
4900698	3000.000	CLASSY DOORS & WINDOWS			12897						1 I
4900699	1.000	CASH SALE			12997	191.14	191.14		M +		1
4900700	2000.000	BEST BUILT HOMES		1	20697	325.26		325.26	M-+		1 I
4900701	2000.000	BEST BUILT HOMES		1	20697	340.05		340.05	M-+		1 I
4900702	2000.000	BEST BUILT HOMES		1	20697	282.38		282.38	M +		1 I
4900704	1.000	CASH SALE			21097	771.73		771.73	M +		1
4900705	1.000	CASH SALE			21097	768.66		768.66	M +		1
4900707	2000.000	BEST BUILT HOMES		TEST A	22497	5.31		5.31	M +		1 I
4900708	1.000	CASH SALE			22597	3718.75	10.00	3708.75	M +		1
4900711	1.000	CASH SALE			22797	409.06	200.00	209.06	M-		1
4900713	1.000	CASH SALE			30697	108.91		108.91	M +		1
4900714	1.000	CASH SALE			30697	108.91		108.91	M +		1
4900717	2000.000	BEST BUILT HOMES		1313 PALM	30797	2414.43		2414.43	M +		2 I
4900718	1000.000	ACME CONSTRUCTION			30797	1324.37		1324.37	M-		2 I
4900719	1000.000	ACME CONSTRUCTION			30797	2447.55		2447.55	M-		1 I
4900720	2500.000	CARSON CONTRACTING/CARL			31097	2002.03		2002.03	M +		2
4900721 B	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31397	1013.04		1013.04	M-		1 I
4900722	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197	1813.35		1813.35	M-		1 I
4900723	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31197	3032.38		3032.38	M-		1
4900724	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197	607.58		607.58	M-		1 I
4900731	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397	79.69		79.69			1
4900732	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397	47.71		47.71			1
4900733	1.000	CASH SALE			31497	458.79		458.79	M +		301
4900734	2000.000	BEST BUILT HOMES		SHIP TO 1	31497	748.01		748.01			201 I
4900735	2000.000	BEST BUILT HOMES		1	31897	61.89		61.89	M +		1 I
4900736	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997	1717.80		1717.80	M-		2 I
4900737	1000.000	ACME CONSTRUCTION		Dover St. WA, 84	31997	2138.85		2138.85	M-		1 I
4900738	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997	1098.30		1098.30	M-		1 I
4900742	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31997	664.59		664.59			4
4900744	1.000	CASH SALE			32097	955.72	500.00	455.72	M +		1
4900745	2000.000	BEST BUILT HOMES		1	61197	1281.88		1281.88	M +		1 I
4900746	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32097	1687.25		1687.25	M +		2
4900747	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32097	1682.63		1682.63	M-		3 I
4900748 B	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897	94.35		94.35	M-+		1
4900749	1.000	CASH SALE		Ship Name	32897	270.73		270.73		P	1
4900750	1.000	CASH SALE		Ship Name	32897	10.41		10.41		P	1
4900752 B	1.000	CASH SALE			40997	20.17		20.17	M +		1
4900753	3000.000	CLASSY DOORS & WINDOWS	Y		40997	162.86		162.86			1
4900755 B	2500.000C	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	40997	37.15	15.02	22.13	M + X		1
4900756	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	41197	112.98		112.98	M-+ X		1
4900757	1.000	CASH SALE		Ship Name	42197	281.14		281.14		P	1
4900758	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	42597	293.44		293.44	M-		1 I
4900759	1.000	CASH SALE			51997	72.83		72.83	M +		1
4900760	1.000	CASH SALE			51997	72.99		72.99	M +		1
4900764	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	61797	194.61		194.61	M-+	P	1
4900765	3600.000	BRICKYARD #5			61797	21.86		21.86	M +		1
4900766	1.000	CASH SALE			61997	14.34		14.34	M-+		1
4900767	1.000	CASH SALE			62097	22.05		22.05	M-+		1
4900769	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	71097	2575.73		2575.73	M +		0
4900772	1.000	CASH SALE			82297	20.59		20.59			1
4900773	1000.001	ACME CONSTRUCTION			82297	906.50		906.50	M +		0
4900774	1000.001	ACME CONSTRUCTION			82297	736.88		736.88	M +		1
4900778	10000.000	1ST TEST CUSTOMER		3465 W. Philadel	91797	809.96		809.96		P	1
4900779	1.000	CASH SALE			92497	535.33		535.33	M +		1
					TOTAL	41946.00	916.16	41029.84			

2. Open Order Register – Customer

This report shows a summary register (one line per transaction) showing open orders in customer number order. It shows the same information as the Open Order Register - Number.

This information comes from the Sales Master File (SM0.D).



```
DS04212      Open Orders By Customer    ABC LUMBER COMPANY         Date mm/dd/yy
Rev9.0.2                          ABC CO.                         Port  36
                                                                  Store 01

    1. Input Parameters

          Beginning Customer Number             .000
          Ending    Customer Number      999999.999
          Beginning Trans Date                    0
          Ending    Trans Date                999999
          Show Cost Percents    (Y/N)             N
          Print Backorders Only (Y/N)             N
          Number of Copies                        1
          Store Number (0 = All)                  0
          Report Date                        mmddyy

          Select Sales Optional Field (Y/N)       N









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Show Cost Percents (Y/N) — Enter **Y** if you wish to print the average and market cost percents or **N** to leave them off the report.

Print Backorders Only (Y/N) — Enter **Y** if you wish to print backorders only or **N** to print all orders.

SAMPLE OPEN ORDER REGISTER - CUSTOMER

mm/dd/yy STORE ALL OPEN ORDER REGISTER ABC COMPANY ABC CO. DS04212
09:54:40 PAGE 0001

ST	TRANS NUMBER	CUST NUMBER	NAME	CR	SHIP-TO	DATE	TOTAL	DEPOSIT	BALANCE	M	P	WBY
1	4900687	1.000	CASH SALE			101196	14.07		14.07	M +		1
1	4900691	1.000	CASH SALE			120396	21.25		21.25	M + X		1
1	4900695	1.000	CASH SALE			12497	10.63		10.63	M + X		1
1	4900699	1.000	CASH SALE			12997	191.14	191.14		M +		1
1	4900704	1.000	CASH SALE			21097	771.73		771.73	M +		1
1	4900705	1.000	CASH SALE			21097	768.66		768.66	M +		1
1	4900708	1.000	CASH SALE			22597	3718.75	10.00	3708.75	M +		1
1	4900711	1.000	CASH SALE			22797	409.06	200.00	209.06	M-		1
1	4900713	1.000	CASH SALE			30697	108.91		108.91	M +		1
1	4900714	1.000	CASH SALE			30697	108.91		108.91	M +		1
1	4900733	1.000	CASH SALE			31497	458.79		458.79	M +		301
1	4900744	1.000	CASH SALE			32097	955.72	500.00	455.72	M +		1
1	4900749	1.000	CASH SALE		Ship Name	32897	270.73		270.73		P	1
1	4900750	1.000	CASH SALE		Ship Name	32897	10.41		10.41		P	1
1	4900752 B	1.000	CASH SALE			40997	20.17		20.17	M +		1
1	4900757	1.000	CASH SALE		Ship Name	42197	281.14		281.14		P	1
1	4900759	1.000	CASH SALE			51997	72.83		72.83	M +		1
1	4900760	1.000	CASH SALE			51997	72.99		72.99	M +		1
1	4900766	1.000	CASH SALE			61997	14.34		14.34	M-+		1
1	4900767	1.000	CASH SALE			62097	22.05		22.05	M-+		1
1	4900772	1.000	CASH SALE			82297	20.59		20.59			1
1	4900779	1.000	CASH SALE			92497	535.33		535.33	M +		1
2	4900603	1.000	CASH SALE			40997	151.32		151.32	M +		2
1	4900718	1000.000	ACME CONSTRUCTION			30797	1324.37		1324.37	M-		2 I
1	4900719	1000.000	ACME CONSTRUCTION			30797	2447.55		2447.55	M-		1 I
1	4900721 B	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31397	1013.04		1013.04	M-		1 I
1	4900722	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197	1813.35		1813.35	M-		1 I
1	4900724	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197	607.58		607.58	M-		1 I
1	4900736	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997	1717.80		1717.80	M-		2 I
1	4900737	1000.000	ACME CONSTRUCTION		Dover St. WA, 84	31997	2138.85		2138.85	M-		1 I
1	4900738	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997	1098.30		1098.30	M-		1 I
1	4900747	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32097	1682.63		1682.63	M-		3 I
1	4900758	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	42597	293.44		293.44	M-		1 I
1	4900764	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	61797	194.61		194.61	M-+	P	1
1	4900769	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	71097	2575.73		2575.73	M +		0
1	4900773	1000.001	ACME CONSTRUCTION			82297	906.50		906.50	M +		0
1	4900774	1000.001	ACME CONSTRUCTION			82297	736.88		736.88	M +		1
1	4900690	2000.000	BEST BUILT HOMES		1	120396	325.15		325.15	M +		1 I
1	4900700	2000.000	BEST BUILT HOMES		1	20697	325.26		325.26	M-+		1 I
1	4900701	2000.000	BEST BUILT HOMES		1	20697	340.05		340.05	M-+		1 I
1	4900702	2000.000	BEST BUILT HOMES		1	20697	282.38		282.38	M +		1 I
1	4900707	2000.000	BEST BUILT HOMES		TEST A	22497	5.31		5.31	M +		1 I
1	4900717	2000.000	BEST BUILT HOMES		1313 PALM	30797	2414.43		2414.43	M +		2 I
1	4900734	2000.000	BEST BUILT HOMES		SHIP TO 1	31497	748.01		748.01			201 I
1	4900735	2000.000	BEST BUILT HOMES		1	31897	61.89		61.89	M +		1 I
1	4900745	2000.000	BEST BUILT HOMES		1	61197	1281.88		1281.88	M +		1 I
1	4900720	2500.000	CARSON CONTRACTING/CARL			31097	2002.03		2002.03	M +		2
1	4900723	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31197	3032.38		3032.38	M-		1
1	4900731	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397	79.69		79.69			1
1	4900732	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397	47.71		47.71			1
1	4900742	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31997	664.59		664.59			4
1	4900746	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32097	1687.25		1687.25	M +		2
1	4900748 B	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897	94.35		94.35	M-+		1
1	4900755 B	2500.000C	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	40997	37.15	15.02	22.13	M + X		1
1	4900756	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	41197	112.98		112.98	M-+ X		1
1	4900696	3000.000	CLASSY DOORS & WINDOWS	Y		12897						1
1	4900697	3000.000	CLASSY DOORS & WINDOWS			12897						1
1	4900698	3000.000	CLASSY DOORS & WINDOWS			12897						1 I
1	4900753	3000.000	CLASSY DOORS & WINDOWS	Y		40997	162.86		162.86			1
5	4900000	3000.000	CLASSY DOORS & WINDOWS			91097	7.43		7.43	M +		1
1	4900765	3600.000	BRICKYARD #5			61797	21.86		21.86	M +		1
1	4900778	10000.000	1ST TEST CUSTOMER		3465 W. Philadel	91797	809.96		809.96		P	1
						Total	42104.75	916.16	41188.59			

3. Open Order Register – Ship To

This report shows a summary register (one line per transaction) showing open cash orders printed in transaction number order. It shows the same information as the Open Order Register - Number except that it is sorted and printed by ship to address.

This information comes from the Sales Master File (SM0.D).

```
DS04216    Open Cash Orders by Ship To  ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.2                          ABC CO.                          Port  36
                                                                   Store 01

    1. Input Parameters

          Beginning Customer Number            .000
          Ending    Customer Number      999999.999
          Beginning Trans Date                   0
          Ending    Trans Date              999999
          Print Backorders Only (Y/N)             N
          Number of Copies                        1
          Store Number                            1
          Report Date                        mmddyy

          Select Sales Optional Field (Y/N)       N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Backorders Only (Y/N) — Enter **Y** if you wish to print backorders only or **N** to print all orders.

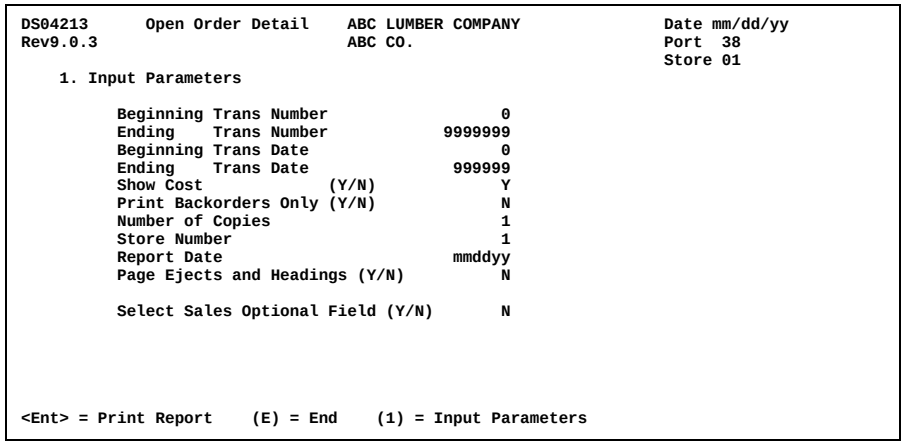
SAMPLE OPEN ORDER REGISTER – SHIP TO

```
mm/dd/yy       STORE 01   OPEN ORDER REGISTER    ABC COMPANY                    ABC CO.                                  DS04216
10:41:39                                                                                                               PAGE 0001

 TRANS       CUST       NAME  /                 CR  /          DATE      TOTAL /  DEPOSIT    BALANCE   AVE-%   MKT-%  M  P  WBY
 NUMBER      NUMBER     SHIP TO 1             SHIP TO 2                SHIP TO 3

4900718    1000.000  ACME CONSTRUCTION                          30797    1324.37              1324.37    4.88    2.62  M-      2 I

4900719    1000.000  ACME CONSTRUCTION                          30797    2447.55              2447.55    4.87    4.61  M-      1 I

4900773    1000.001  ACME CONSTRUCTION                          82297     906.50               906.50   25.17   30.02  M +     0

4900774    1000.001  ACME CONSTRUCTION                          82297     736.88               736.88   25.28   30.11  M +     1

4900720    2500.000  CARSON CONTRACTING/CARL                    31097    2002.03              2002.03   29.95   30.00  M +     2

4900696    3000.000  CLASSY DOORS & WINDOWS         Y           12897                                                        1

4900697    3000.000  CLASSY DOORS & WINDOWS                     12897                                                        1

4900698    3000.000  CLASSY DOORS & WINDOWS                     12897                                                        1 I

4900753    3000.000  CLASSY DOORS & WINDOWS         Y           40997     162.86               162.86    9.49    9.49          1

4900765    3600.000  BRICKYARD #5                               61797      21.86                21.86   32.14   32.14  M +     1

4900690    2000.000  BEST BUILT HOMES                          120396     325.15               325.15   32.86   27.22  M +     1 I
                1
4900700    2000.000  BEST BUILT HOMES                           20697     325.26               325.26   47.79   47.79  M-+     1 I
                1
4900701    2000.000  BEST BUILT HOMES                           20697     340.05               340.05   40.20   40.17  M-+     1 I
                1
4900702    2000.000  BEST BUILT HOMES                           20697     282.38               282.38   48.14   48.14  M +     1 I
                1
4900735    2000.000  BEST BUILT HOMES                           31897      61.89                61.89   38.94   61.05  M +     1 I
                1
4900745    2000.000  BEST BUILT HOMES                           61197    1281.88              1281.88   42.63   42.63  M +     1 I
                1
4900723    2500.000  CARSON CONTRACTING/CARL                    31197    3032.38              3032.38   14.72   14.72  M-      1
                123 VEGAS BLVD.
************************
4900734    2000.000  BEST BUILT HOMES                           31497     748.01               748.01   25.24   24.91        201 I
                SHIP TO 1              SHIP TO 2                SHIP TO 3
4900707    2000.000  BEST BUILT HOMES                           22497       5.31                 5.31   50.00   50.00  M +     1 I
                TEST A                 TEST B                   TEST C

                                                             TOTAL    33087.80      15.02   33072.78  14.30  11.52
```

4. Open Order Detail – Number

This report shows open order information including all header and line item detail for each transaction printed in transaction number order. The report includes the following header information: transaction number, customer number and name, date and time, store number (S), port number (P), assigned salesman (A), written by salesman (W), customer class (C), price level (P), terms code (T), update code (U=updated, D=flagged for deletion), miscellaneous comments, customer P.O. number, your P.O. number, delivery date, ship to address, the transaction number from which this order originated, and bid number. The line item detail includes the line number, quantity, description, item number, units, price, unit description, discount (if any), sell extension, average and market cost, average and market percent (if selected), discountable code, taxable code, and expected gross margin indicator ("+" if over, "-" if under). The report also shows the accumulated deposit, subtotal, addons (if any), tax, and total amount (with cost extensions) of each transaction.

This information comes from the Sales Master File (SM0.D). Orders are stored temporarily until they are invoiced completely or deleted. Orders can be made for cash or charge customers.



```
DS04213      Open Order Detail    ABC LUMBER COMPANY              Date mm/dd/yy
Rev9.0.3                          ABC CO.                         Port  38
                                                                  Store 01

    1. Input Parameters

          Beginning Trans Number                  0
          Ending    Trans Number            9999999
          Beginning Trans Date                    0
          Ending    Trans Date               999999
          Show Cost             (Y/N)             Y
          Print Backorders Only (Y/N)             N
          Number of Copies                        1
          Store Number                            1
          Report Date                        mmddyy
          Page Ejects and Headings (Y/N)          N

          Select Sales Optional Field (Y/N)       N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Show Cost (Y/N) — Enter **Y** if you wish to print the average and market costs and percents for each line or **N** to leave them off the report.

Print Backorders Only (Y/N) — Enter **Y** if you wish to print backorders only, **N** if not.

Page Ejects and Headings (Y/N) — Enter **Y** if you wish to eject a new page and print a heading on every new page. Or enter **N** if you wish to print continuously, going over the perforations on the paper. Usually when printing detail reports, it is not necessary to print a new heading on every page. Taking this option will save paper and time.

SAMPLE OPEN ORDER DETAIL - NUMBER

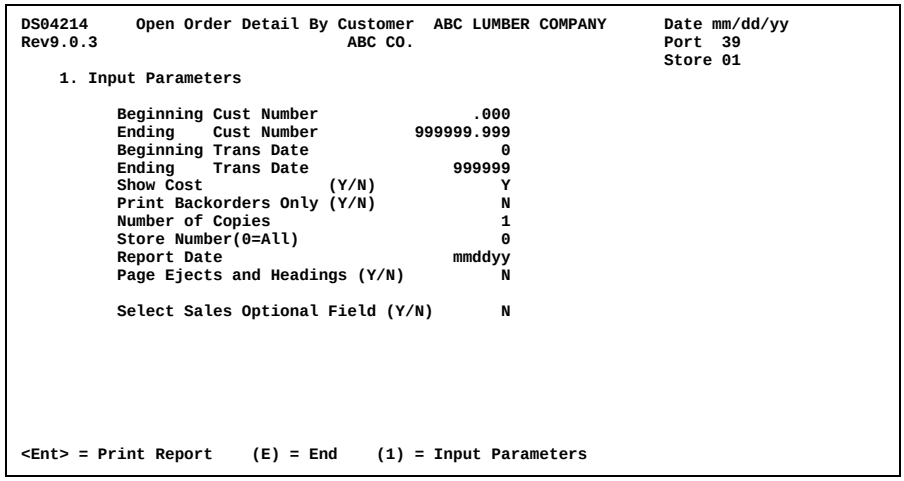
```
mm/dd/yy       STORE 01   OPEN ORDER DETAIL       ABC COMPANY                  ABC CO.                                DS04213
11:19:08                                                                                                           PAGE 0001


4900687 ORDER             1.000  CASH SALE                      10/11/96 14:51 S-1  P-19 A-1  W-1  C-1  P-1   T-90  M +   U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:      1.000

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     2.00 88002 5LB WLD BRD FOOD          97000029A      2.00      1.62  EA           3.24      .90      .90  44.44  44.44 NN+
  2     5.00 12X18 VENT,SNW GBL              97000009       5.00      2.00  EA          10.00     1.00     1.00  50.00  50.00 NN+

                                                      SUBTOTAL                          13.24     6.80     6.80
                                                      STATE SALES TAX                     .83
                                                      TOTAL                             14.07     6.44     6.44  48.64  48.64


4900690 ORDER          2000.000  BEST BUILT HOMES               12/03/96 08:38 S-1  P-19 A-1  W-1  C-2  P-2   T-2   M +   U    I
          MISC:                     CUST PO: 123            OUR PO:       0   DEL DATE: 00/00/00

          1                                                               FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     5.00 2X4-08 CONSTR COMMON REDWOOD     1342408A     26.67    811.00 MBF          21.63   608.22   608.30  25.01  25.01 NN
  2   520.00 2X4-RL CONSTR COMMON REDWOOD     1342400A    346.68    760.00 MBF         263.48   504.64   553.70  33.60  27.14 NN+
        10/10    10/12    10/14    10/16
  3     2.00 16 OZ. STEEL CLAW HAMMER         30010001A      2.00      7.08  EA          14.16     5.25     5.25  25.85  25.85 NN+
  4     5.00 8 OZ. CARPENTERS WOOD GLUE       46480001A      5.00      2.08  EA          10.40     1.25     1.34  39.90  35.58 NN+

                                                      SUBTOTAL                         309.67   207.92   225.38
                                                      RESALE                            15.48
                                                      TOTAL                            325.15   101.75    84.29  32.86  27.22


4900691 ORDER             1.000  CASH SALE                      12/03/96 12:58 S-1  P-19 A-1  W-1  C-1  P-1   T-90  M +   U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     1.00 SPECIAL ORDER ITEM #1            97010001E      1.00     10.00  EA          10.00     5.00     5.00  50.00  50.00 NN+
  2     1.00 SPECIAL ORDER ITEM #1            97010001E      1.00     10.00  EA          10.00                    100.00 100.00 NN+

                                                      SUBTOTAL                          20.00     5.00     5.00
                                                      STATE SALES TAX                    1.25
                                                      TOTAL                             21.25    15.00    15.00  75.00  75.00
```

etc.

5. Open Order Detail – Customer

This report shows open order information including all header and line item detail for each transaction printed in customer number order. It shows the same information as the Open Order Detail - Number.

This information comes from the Sales Master File (SM0.D).


DS04214 Open Order Detail By Customer ABC LUMBER COMPANY Date mm/dd/yy
Rev9.0.3 ABC CO. Port 39
Store 01
1. Input Parameters
Beginning Cust Number .000
Ending Cust Number 999999.999
Beginning Trans Date 0
Ending Trans Date 999999
Show Cost (Y/N) Y
Print Backorders Only (Y/N) N
Number of Copies 1
Store Number(0=All) 0
Report Date mmddyy
Page Ejects and Headings (Y/N) N
Select Sales Optional Field (Y/N) N
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Show Cost (Y/N) — Enter **Y** if you wish to print the average and market costs and percents for each line or **N** to leave them off the report.

Print Backorders Only (Y/N) — Enter **Y** if you wish to print backorders only, **N** if not.

Page Ejects and Headings (Y/N) — Enter **Y** if you wish to eject a new page and print a heading on every new page. Or enter **N** if you wish to print continuously, going over the perforations on the paper. Usually when printing detail reports, it is not necessary to print a new heading on every page. Taking this option will save paper and time.

SAMPLE OPEN ORDER DETAIL - CUSTOMER

```
mm/dd/yy       STORE ALL   OPEN ORDER DETAIL       ABC COMPANY                ABC CO.                              DS04214
11:28:47                                                                                                        PAGE 0001


4900718 ORDER          1000.000  ACME CONSTRUCTION              03/07/97 08:16 S-1  P-9  A-1  W-2  C-3  *P-3  T-1   M-    U    I
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 03/07/97

                                                                 FROM:          BID:                          DB-55

 LN   QTY       DESCRIPTION                    ITEM #   UNITS       PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1    10.00 10TX4 BIMET.RECIP.BLADE         99000820M     10.00      1.18  EA          11.80     1.12     1.12   5.08   5.08 NN
  2   150.00 2X4-10 STD & BTR DOUG FIR DRY    1142410M    150.00      3.45  EA         517.50     3.28     3.30   4.93   4.35 NN-
  3   100.00 DIMENTIONAL REDWOOD CON-COMMON   1349999M    100.00      2.10             210.00     2.00     2.00   4.76   4.76 NN-
  4   150.00 2X6-96 STUD WHITE WOOD           1011121M    150.00      3.48  EA         522.00     3.31     3.48   4.89        NN-

                                                         SUBTOTAL                     1261.30  1199.70  1228.20
                                                         RESALE                         63.07
                                                         TOTAL                        1324.37    61.60    33.10   4.88   2.62


4900719 ORDER          1000.000  ACME CONSTRUCTION              03/07/97 42:68 S-1  P-9  A-3  W-1  C-3  *P-2  T-1   M-    U    I
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 03/07/97

                                                                 FROM:          BID:                          DB-55

 LN   QTY       DESCRIPTION                    ITEM #   UNITS       PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1   150.00 2X6-08 # 2 & BTR DOUG FIR DRY    1162608M    150.00      4.22  EA         633.00     4.01     4.05   4.98   4.03 NN-
  2   200.00 2X6-10 # 2 & BTR DOUG FIR DRY    1162610M    200.00      5.31  EA        1062.00     5.05     5.05   4.90   4.90 NN-
  3   100.00 2X6-12 # 2 & BTR DOUG FIR DRY    1162612M    100.00      6.36  EA         636.00     6.06     6.06   4.72   4.72 NN-

                                                         SUBTOTAL                     2331.00  2217.50  2223.50
                                                         RESALE                        116.55
                                                         TOTAL                        2447.55   113.50   107.50   4.87   4.61


4900721 ORDER          1000.000  ACME CONSTRUCTION              03/13/97 09:36 S-1  P-9  A-1  W-1  C-3  *P-11 T-1   M-    U    I
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 03/20/97

  *BCKORD* 1313 DOVER ST.                                        FROM: O4900721 BID:                          DB-2

 LN   QTY       DESCRIPTION                    ITEM #   UNITS       PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1    10.00 10TX4 BIMET.RECIP.BLADE         99000820M     10.00      1.18  EA          11.80     1.12     1.12   5.08   5.08 NN
  2   100.00 2X6-08 # 2 & BTR DOUG FIR DRY    1162608M    100.00      4.22  EA         422.00     4.01     4.05   4.98   4.03 NN-
  3   100.00 2X6-10 # 2 & BTR DOUG FIR DRY    1162610M    100.00      5.31  EA         531.00     5.05     5.05   4.90   4.90 NN-

                                                         SUBTOTAL                      964.80   917.20   921.20
                                                         RESALE                         48.24
                                                         TOTAL                        1013.04    47.60    43.60   4.93   4.52


4900722 ORDER          1000.000  ACME CONSTRUCTION              03/11/97 11:44 S-1  P-9  A-1  W-1  C-3  *P-11 T-1   M-    U    I
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 03/11/97

          1313 DOVER ST.                                         FROM:          BID:                          DB-2

 LN   QTY       DESCRIPTION                    ITEM #   UNITS       PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1   100.00 4X6-16 P.T. #2/DF S4S CCA.40REF  5913616M    100.00     17.27  EA         1727.00    16.44    16.48   4.81   4.57 NN-

                                                         SUBTOTAL                     1727.00  1644.00  1648.00
                                                         RESALE                         86.35
                                                         TOTAL                        1813.35    83.00    79.00   4.81   4.57


etc.
```

6. Open Order Detail – Item Number

This report shows each item on open orders by either item number, catalog number, mfg number, short description, or location and the following information:

- Item number/catalog number
- Item description
- Detail showing:
  - Order number
  - Customer number
  - Delivery date
  - Quantity
  - Units
  - Price
  - Sell amount
  - Average cost
  - Market cost
  - Average cost percent
  - Market cost percent
- Total for each item showing:
  - Number of transactions
  - Total quantity on order
  - Total units on order
  - Total sell amount
  - Total average cost
  - Total market cost
  - Total average cost percent
  - Total market cost percent
- Subtotal for group and section

This information comes from the Sales Master File (SM0.D).

```
DS04215    Open Order Detail By Item  ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.4                              ABC CO.                     Port  39
                                                                  Store 01

    1. Input Parameters

          Report Print Order                              1  Item Number
          Beginning Value to Print                        0
          Ending    Value to Print                 99999999
          Beginning Delivery Date   (MMDDYY)             0
          Ending    Delivery Date   (MMDDYY)        999999
          Vendor Number    (0=All)                        0
          Print Transaction Detail    (Y/N)               Y
          Print Backordered Qtys Only (Y/N)               N
          Print Items on Direct Order (Y/N)               N
          Number of Copies                                1
          Store Number                                    1
          Report Date                                mmddyy
          Select Inventory Optional Field (Y/N)           N
          Select Sales     Optional Field (Y/N)           N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Print Order — Towards the bottom of the screen, a list of options for the print order is displayed (**1-5**). Enter the order you wish to use.

Print Transaction Detail (Y/N) — Enter **Y** to include detail lines (order number, customer number and name, delivery date, quantity and units, price, sell amount, average cost, market cost, average cost percent, and market cost percent). Or enter **N** for no detail, which shows item number, catalog number, description, and totals for the item. You will most likely want to print detail lines for this report.

Print Backordered Qtys Only (Y/N) — Enter **Y** to print backorders only, **N** if not.

Print Items on Direct Order (Y/N) — Enter **Y** if you wish to print all items, including directs. Or enter **N** to exclude direct orders and print all others (regular and special order).

Select Inventory Optional Field — This feature works the same as **Select Sales Optional Field** as explained in the introduction to Section 2, Sales Reports, except it allows you to select fields from the inventory files as well (IM1.D, IM2.D, and IM8.D).

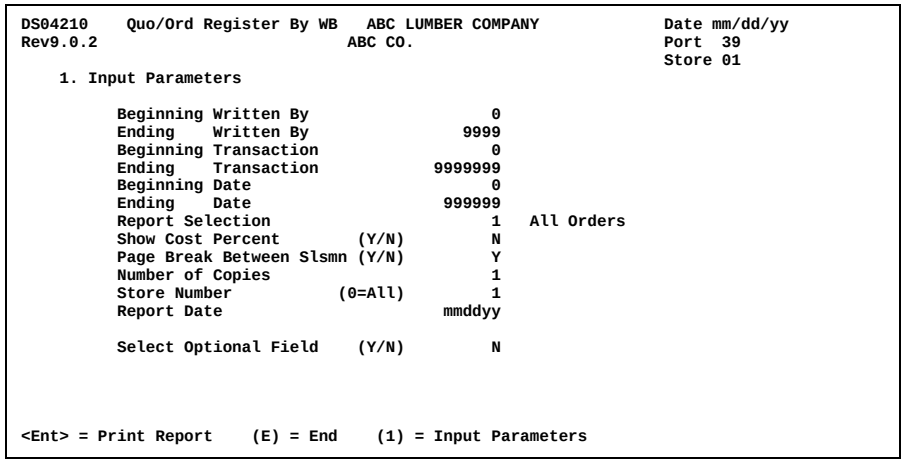
SAMPLE OPEN ORDER DETAIL - ITEM NUMBER

```
mm/dd/yy  STORE:01        OPEN ORDER DETAIL BY ITEM          ABC COMPANY            ABC CO.                DS04215
11:38:48                                                                                                    PAGE 0001

   ORDER    CUST NO       NAME                  DEL DATE     QTY     UNITS    PRICE     SELL AMT  AVE CST  MKT CST   AVE%   MKT%


01011121  2696WW          2X6-96 STUD WHITE WOOD
  4900718   1000.000 ACME CONSTRUCTION            30797   150       150       3.48 EA    522.00     3.31     3.48   4.89

  ITEM TOTAL                     1 #TRAN              150       150                  522.00   496.50   522.00   4.89

SECTION TTL: 01-01 ZSOIDAJFOID             1 ITEMS              150                  522.00   496.50   522.00   4.89


01142400  24RLDFD         2X4-RL STD & BTR DOUG FIR DRY
  4900749      1.000 CASH SALE                    31597    14        14       2.45 EA     34.30   491.81   495.60 *73.88-*28.57-
  4900749      1.000 CASH SALE                    31597     2         2       2.45 EA      4.90   491.81   495.60 *73.88-*28.57-
  4900749      1.000 CASH SALE                    31597    25        25       2.45 EA     61.25   491.81   495.60 *73.88-*28.57-
  4900749      1.000 CASH SALE                    31597    10        10       2.45 EA     24.50   491.81   495.60 *73.88-*28.57-
  4900749      1.000 CASH SALE                    31597    31        31       2.45 EA     75.95   491.81   495.60 *73.88-*28.57-
  4900749      1.000 CASH SALE                    31597     8         8       2.45 EA     19.60   491.81   495.60 *73.88-*28.57-
  4900757      1.000 CASH SALE                    31597    14        14       2.45 EA     34.30      .33      .33  86.53  86.53
  4900757      1.000 CASH SALE                    31597     2         2       2.45 EA      4.90      .33      .33  86.53  86.53
  4900757      1.000 CASH SALE                    31597    25        25       2.45 EA     61.25      .33      .33  86.53  86.53
  4900757      1.000 CASH SALE                    31597    10        10       2.45 EA     24.50      .33      .33  86.53  86.53
  4900757      1.000 CASH SALE                    31597    31        31       2.45 EA     75.95      .33      .33  86.53  86.53
  4900757      1.000 CASH SALE                    31597     8         8       2.45 EA     19.60      .33      .33  86.53  86.53

  ITEM TOTAL                    12 #TRAN              180       180                  441.00 44292.60 44633.70 *43.67-*21.02-

01142408  2408DFD         2X4-08 STD & BTR DOUG FIR DRY
  4900734   2000.000 BEST BUILT HOMES                200      1066.68   660.00MBF    704.01   493.40   495.60  25.24  24.91
  4900749      1.000 CASH SALE                    31597     2         2       2.45 EA      4.90     2.63   495.60   7.35-*28.57-
  4900757      1.000 CASH SALE                    31597     2         2       2.45 EA      4.90     2.63      .33   7.35- 86.53
  4900758   1000.000 ACME CONSTRUCTION               100       100       2.77 EA    277.00     2.63    11.00   5.05 297.11-
  4900774   1000.001 ACME CONSTRUCTION               200       200       3.52 EA    704.00     2.63     2.46  25.28  30.11

  ITEM TOTAL                     5 #TRAN              504      1370.68             1694.81  1325.82  3112.51  21.77  83.65-

01142410  2410DFD         2X4-10 STD & BTR DOUG FIR DRY
  4900718   1000.000 ACME CONSTRUCTION            30797   150       150       3.45 EA    517.50     3.28     3.30   4.93   4.35
  4900749      1.000 CASH SALE                    31597     2         2       2.45 EA      4.90     3.28   495.60  33.88-*28.57-
  4900757      1.000 CASH SALE                    31597     2         2       2.45 EA      4.90     3.28      .33  33.88- 86.53
  4900779      1.000 CASH SALE                    92497    10        10       4.72 EA     47.20     3.28     3.30  30.51  30.08

  ITEM TOTAL                     4 #TRAN              164       164                  574.50   537.92  1519.86   6.37 164.55-

SECTION TTL: 01-14 ********************      3 ITEMS             1714.68             2710.31 46156.34 49266.07 *02.99-*17.73-


etc.
```

7. Open Order/Quote – Written By

This report shows a summary register (one line per transaction) printed in written by salesman order. It can be printed for all orders, backorders only, all quotes, temp quotes only, or all quotes. It can be printed for a range of written by salesman numbers, a range of transaction numbers, and/or a range of transaction dates. The report includes the store number, transaction number, customer number and name, Y if credit was released (CR), ship to address, transaction date, total, deposit amount, balance (open orders only), average and market cost percents (if selected), expected gross margin indicator ("+" if over, "-" if under), price source (if other than automatic), and order type if using order entry (I=invoice, R=return, T=transfer).

This information comes from the Sales Master File (SM0.D). Orders are stored temporarily until they are invoiced completely or deleted. Quotes remain in the file to be used again and again until they are deleted. They can be recalled and changed into orders or invoices.. Temporary quotes are like regular quotes except they are not stored permanently. They can be recalled and changed into orders or invoices but they can be used only once.



```
DS04210    Quo/Ord Register By WB   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                          ABC CO.                        Port  39
                                                                 Store 01

    1. Input Parameters

          Beginning Written By                  0
          Ending    Written By               9999
          Beginning Transaction                 0
          Ending    Transaction           9999999
          Beginning Date                        0
          Ending    Date                   999999
          Report Selection                      1   All Orders
          Show Cost Percent       (Y/N)         N
          Page Break Between Slsmn (Y/N)        Y
          Number of Copies                      1
          Store Number          (0=All)         1
          Report Date                      mmddyy

          Select Optional Field   (Y/N)         N



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Selection

1 = All orders
2 = Backorders only
3 = All quotes
4 = Temp quotes only
5 = Quotes only

Show Cost Percent (Y/N)

Enter **Y** if you wish to print the average and market cost percents for each line or **N** to leave them off the report.

Page Breaks Between Slsmn (Y/N)

Enter **Y** if you wish to eject a new page and print a heading whenever data for the next salesman begins. Or enter **N** if you wish to print continuously without breaking between salesmen.

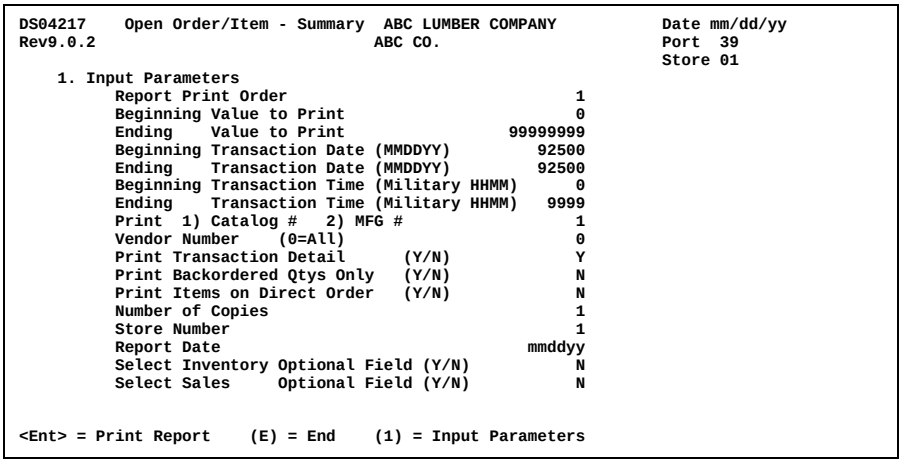
SAMPLE OPEN ORDER/QUOTE- WRITTEN BY
All Orders
No Break Between Salesmen

```
mm/dd/yy          TRANSACTION REGISTER - WRITTEN BY          ABC LUMBER CO. DIM98                    DS04210
13:03:23                    ALL ORDERS                                                                 PAGE 0001

STR  TRANS      CUST      NAME                CR   SHIP TO        DATE     TOTAL    DEPOSIT   BALANCE      M  P
     NUMBER     NUMBER

WRITTEN BY SALESMAN:  1   GARY NELSON

  1 1900007    1030.000  ANDERSON/MIKE                           72699    130.00              130.00       M + X I
  1 4100316       1.000  CASH SALES12345678901234                22599     31.91     31.91                  M +
  1 4100317       1.000  CASH SALES12345678901234                22599     31.91     31.91                  M +
  1 4100333       1.000  CASH SALES12345678901234                31299     13.52                13.52       M +
  1 4100334       1.000  CASH SALES12345678901234                31299     13.52                13.52       M +
  1 4100337       1.000  CASH SALES12345678901234                31999     23.92                23.92       M +
  1 4100344       1.000  CASH SALES12345678901234                32599     13.57                13.57       M +
  1 4100345       1.000  CASH SALES12345678901234                32599    129.23               129.23       M +
  1 4100348     900.000  DS02328 TEST FOR CANBY                 101499     11.10                11.10
  1 4100353    2020.000  DYNASTY CORPORATION                     62199     33.33                33.33       M-  X
  1 4100356       1.000  CASH SALES12345678901234                63099      4.99                 4.99       M +
  1 4100366 B  1030.000  ANDERSON/MIKE                           80699      6.99                 6.99       M-  X I
  1 4200029       1.000  CASH SALES12345678901234                81399
  1 4200030       1.000  CASH SALES12345678901234                81799    104.00               104.00       M +
  1 4200044       1.000  CASH SALES12345678901234                82799    208.00               208.00       M +
  1 4200045       1.000  CASH SALES12345678901234                90399     25.78                25.78       M +
  1 4200046       1.000  CASH SALES12345678901234                90999    462.35               462.35       M +
  1 4200047       1.000  CASH SALES12345678901234                90999    136.67               136.67       M-+
  1 4200048    1040.000  BECK STREET CONSTRUCTION                91399     42.40                42.40       M +
  1 4200049    1040.000  BECK STREET CONSTRUCTION                91399      1.38                 1.38       M-
  1 4200054       1.000  CASH SALES12345678901234                91799    308.00               308.00       M +
  1 4200055       1.000  CASH SALES12345678901234                92499     11.08      1.00      10.08       M +
  1 4200057       1.000  CASH SALES12345678901234               102299      4.13                 4.13       M +
  1 4200060       1.000  CASH SALES12345678901234               110999
  1 4200061    1060.000C BRODERICK AND ZARBOCK PL               111899    137.37               137.37       M +
  1 4200062    1040.000  BECK STREET CONSTRUCTION               120999    148.08               148.08       M +

                                                  SALESMAN TOTAL          2033.23     64.82   1968.41


WRITTEN BY SALESMAN:  2   KAREN ERICKSON

  1 4200025       1.000  CASH SALES12345678901234                81399     11.08      1.00      10.08       M +

                                                  SALESMAN TOTAL            11.08      1.00      10.08


WRITTEN BY SALESMAN:  3   DAVID RENSTROM

  1 4100357       1.000  CASH SALES12345678901234                63099    218.77     20.00     198.77       M +

                                                  SALESMAN TOTAL           218.77     20.00     198.77



                                                  REPORT TOTAL            2263.08     85.82   2177.26
```

8. Open Order Summary – Item

This report is similar to Open Order Detail - Item (DS04215) but it sorts by transaction date instead of delivery date, allowing you to print just the day's transactions if needed. Also, it does not print any customer data. The report subtotals by item. This report is useful to create a daily report that can be sent to the vendor, which notifies them of the quantities, and delivery dates for items ordered each day. This would be used in place of a purchase order. This report can be printed to an ASCII file, which can then be exported to the vendor or to a spreadsheet or other file format for manipulation analysis.

This report cannot be printed in compressed print.



```
DS04217    Open Order/Item - Summary  ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.2                              ABC CO.                     Port  39
                                                                  Store 01

    1. Input Parameters
          Report Print Order                                 1
          Beginning Value to Print                           0
          Ending    Value to Print                  99999999
          Beginning Transaction Date (MMDDYY)          92500
          Ending    Transaction Date (MMDDYY)          92500
          Beginning Transaction Time (Military HHMM)     0
          Ending    Transaction Time (Military HHMM)   9999
          Print  1) Catalog #   2) MFG #                   1
          Vendor Number    (0=All)                         0
          Print Transaction Detail      (Y/N)              Y
          Print Backordered Qtys Only   (Y/N)              N
          Print Items on Direct Order   (Y/N)              N
          Number of Copies                                 1
          Store Number                                     1
          Report Date                                 mmddyy
          Select Inventory Optional Field (Y/N)            N
          Select Sales     Optional Field (Y/N)            N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Print Order

1 = Item number
2 = Catalog number
3 = Mfg number
4 = Short description
5 = Location

Beginning Value to Print

Based on the report print order selected above, enter the first value of the range of items you wish to print.

Ending Value to Print

Based on the report print order selected above, enter the last value of the range of items you wish to print.

Beginning Transaction Date

Enter the first date of the range of transactions you wish to print. Defaults to the current system date.

Ending Transaction Date

Enter the last date of the range of transactions you wish to print. Defaults to the current system date. This allows you to run the report for the current day's transactions as a job in the day end project.

Beginning Transaction Time

You can enter a rang eof time when the orders were written. This must be entered in military time (**HHMM**).

Ending Transaction Time

Enter the ending time of the range (**HHMM**). This range is printed in the heading of the report.

Print 1) Catalog # 2) Mfg #

Enter **Y** to print the IM1.D catalog number. Or enter **2** to print the IM1.D mfg number.

Vendor Number (0=All) — If you want to limit this report to a particular vendor, enter the vendor number here.

Print Transaction Detail (Y/N) — Transaction detail includes transaction number, delivery date, and quantity. If no delivery date was entered on the ticket, then the transaction date prints in the delivery date column.

Print Backordered Qtys Only (Y/N) — Enter **Y** to print backordered quantities only, **N** to print all quantities.

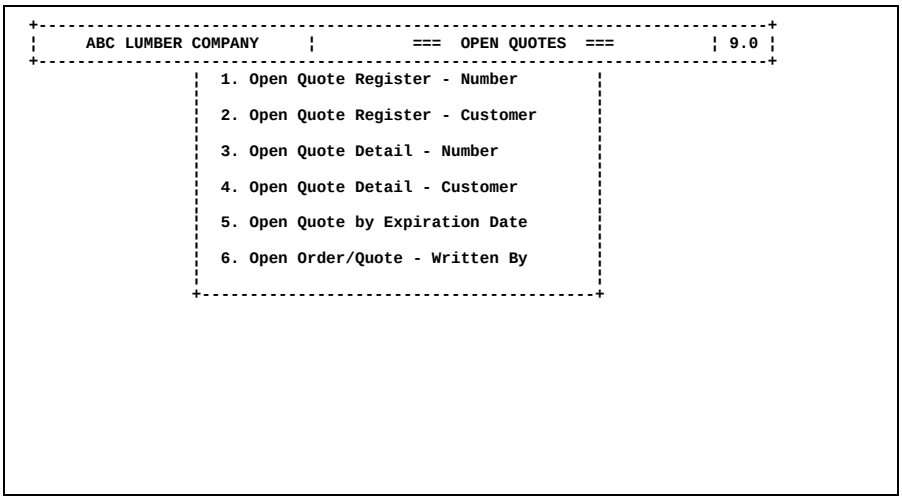
Print Items on Direct Order (Y/N) — Enter **Y** if you wish to print items appearing on direct orders, **N** to print all order types.

SAMPLE OPEN ORDER SUMMARY - ITEM

```
mm/dd/yy    OPEN ORDER/ITEM - SUMMARY     ABC LUMBER COMPANY          DS04217
15:42:52 STORE:01                                                    PAGE 0001

     ORDER     DELV DATE                                      QTY

01011121  2696WHITE        2X6-96 STUD WHITE WOOD
   4000279         92099                                     50.00

  ITEM TOTAL                                  1 #TRAN        50.00

SECTION TTL: 01-01 GRP 1 SECTION  1           1 ITEMS        50.00


01342408  2408CC           2X4-08 CONSTR COMMON REDWOOD
   4000279         92099                                    200.00

  ITEM TOTAL                                  1 #TRAN       200.00

01342410  2410CC           2X4-10 CONSTR COMMON REDWOOD
   4000279         92099                                    100.00

01342418  2418CC           2X4-18 CONSTR COMMON REDWOOD
   4000278         41299                                    500.00

  ITEM TOTAL                                  1 #TRAN       500.00

SECTION TTL: 01-34 ********************       3 ITEMS       800.00


GROUP TOTAL: 01    DIMENSION LUMBER           4 ITEMS       850.00


************************


GROUP TOTAL: 12    REDWOOD                    1 ITEMS        75.00


15011110  12DW             4X8 - 1/2 DRY WALL
   4000279         92099                                    250.00

  ITEM TOTAL                                  1 #TRAN       250.00

15011150  58DWF            4X8-5/8 FIRECODE DRY WALL
   4000279         92099                                     20.00

  ITEM TOTAL                                  1 #TRAN        20.00

SECTION TTL: 15-01 ********************       2 ITEMS       270.00

15021110  1GAP             1-GALLON ALL PURPOSE
   4000279         92099                                     10.00

  ITEM TOTAL                                  1 #TRAN        10.00

SECTION TTL: 15-02 ********************       1 ITEMS        10.00


GROUP TOTAL: 15    WINDOWS                    3 ITEMS       280.00

  GRAND TOTALS                                8 ITEMS      1205.00
```

Open Quotes

This menu is displayed after selecting **2** for **Open Quotes** from the **Sales Reports Menu**:


ABC LUMBER COMPANY
=== OPEN QUOTES ===
9.0
1. Open Quote Register - Number
2. Open Quote Register - Customer
3. Open Quote Detail - Number
4. Open Quote Detail - Customer
5. Open Quote by Expiration Date
6. Open Order/Quote - Written By

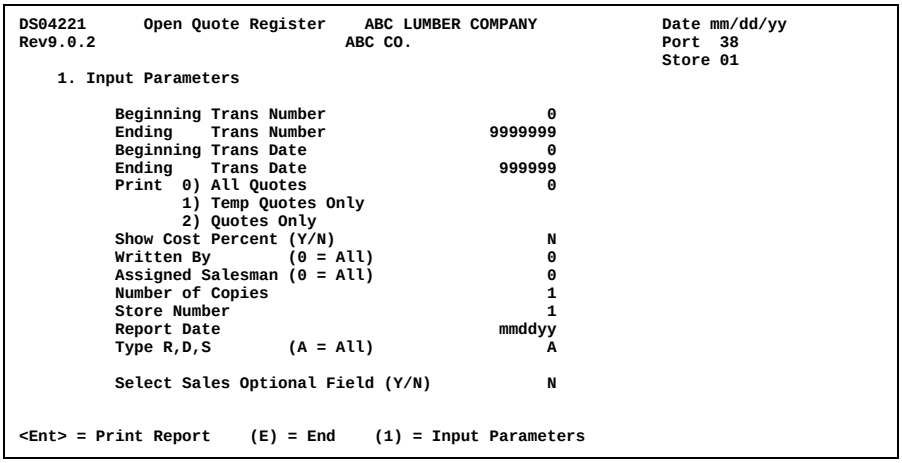
See the following six parts for descriptions of each report.

1. Open Quote Register – Number

This report shows a summary register (one line per transaction) showing open quotes and temp quotes in transaction number order. This is the same information as the Open Order Register - Number except it shows quotes.

The report includes the transaction number, customer number and name, Y if credit was released (CR), ship to address, date, addons, tax, total, average and market percents (if selected), expected gross margin indicator ("+" if over, "-" if under), price source (if other than automatic), and written by code.

This information comes from the Sales Master File (SM0.D). Quotes remain in the file to be used again and again until they are deleted. They can be recalled and changed into orders or invoices. Temporary quotes are like regular quotes except they are not stored permanently. They can be recalled and changed into orders or invoices but they can be used only once.



```
DS04221      Open Quote Register    ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                          ABC CO.                       Port  38
                                                                Store 01

    1. Input Parameters

          Beginning Trans Number                      0
          Ending    Trans Number                9999999
          Beginning Trans Date                        0
          Ending    Trans Date                  999999
          Print  0) All Quotes                        0
                 1) Temp Quotes Only
                 2) Quotes Only
          Show Cost Percent (Y/N)                     N
          Written By        (0 = All)                 0
          Assigned Salesman (0 = All)                 0
          Number of Copies                            1
          Store Number                                1
          Report Date                            mmddyy
          Type R,D,S        (A = All)                 A

          Select Sales Optional Field (Y/N)           N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print 0) All Quotes
1) Temp Quotes Only
2) Quotes Only

Enter **0** to print all quotes (regular and temp quotes), **1** to print temp quotes only, or **2** to print regular quotes only.

Show Cost Percents (Y/N)

Enter **Y** if you wish to print the average and market cost percents or **N** to leave them off the report.

Type R,D,S (A=All)

Enter **R** to print regular transactions, **D** for directs, or **S** for special orders. Or print all transaction by entering **A**.

SAMPLE OPEN QUOTE REGISTER - NUMBER

mm/dd/yy STORE 01 OPEN QUOTE REGISTER ABC COMPANY ABC CO. DS04221
11:53:50 PAGE 0001

TRANS NUMBER		CUST NUMBER	NAME	CR	SHIP TO	DATE	ADDONS	TAX	TOTAL	M	P	WBY
3000636	Q	1.000	CASH SALE			100396		.50	8.50	M-	P	1
3000637	Q	1.000	CASH SALE			111796					X	1
3000638	Q	2500.000	CARSON CONTRACTING/CARL			120396		.78	13.25	M +		1
3000639	Q	1.000	CASH SALE			22597		7.60	129.24	M-		1
3000640	Q	1.000	CASH SALE			22597		2.41	40.91	M-		1
3000641	Q	1.000	CASH SALE			22797		5.11	86.81		P	1
3000642	Q	2000.000	BEST BUILT HOMES		12 PALM BEACH DR	31297		40.02	680.32			1
3000643	Q	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.28	4.77			1
3000644	Q	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		2.29	38.94	M +		1
3000645	Q	3000.000	CLASSY DOORS & WINDOWS	Y		40997		9.58	162.86			1
3000646	Q	1.000	CASH SALE			42997		.32	8.86	M +		1
3000647	Q	2000.000	BEST BUILT HOMES		111	51697		3.54	119.44	M +		1
3000649	Q	2000.000	BEST BUILT HOMES		1	61297		.16	3.74	M-		1
3000650	Q	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	61297		7.61	179.67		P	1
3000651	Q	1.000	CASH SALE			62397		266.40	4528.40		P	1
3000652	Q	1.000	CASH SALE		BRASS HARDWARE	259706		266.40	4528.40			1
3000653	Q	1.000	CASH SALE			80497		263.08	4472.08		P	1
3000654	Q	1.000	CASH SALE			81397		2.26	51.16	M +		1
3000655	Q	1.000	CASH SALE			81397		2.26	51.16	M +		1
3000656	Q	1.000	CASH SALE		3465 W. Philadel	81597		51.67	878.32		P	1
3000657	Q	1.000	CASH SALE			82597		.14	4.12			1
3000658	Q	1.000	CASH SALE			91597		20.25	483.25	M +		1
5000605	T	2500.000	CARSON CONTRACTING/CARL			122096		4.54	77.14	M +	E	1
5000606	T	1.000	CASH SALE			121296		4.50	76.52	M +	X	1
5000607	T	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31297		36.36	763.56	M-+		2
5000608	T	1.000	CASH SALE			32097						1
5000609	T	1.000	CASH SALE			32097						1
5000610	T	1.000	CASH SALE			32097						1
5000611	T	1.000	CASH SALE			32097						1
5000612	T	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32097						1
5000613	T	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32097						1
5000614	T	1.000	CASH SALE			40997		18.21	309.53	M +		1
5000615	T	1.000	CASH SALE			41497		1.64	39.44	M +		1
					TOTAL		.00	1017.91	17740.39			

2. Open Quote Register – Customer

This report shows a summary register (one line per transaction) showing open quotes and temp quotes in customer number order. It shows the same information as the Open Quote Register - Number.

This information comes from the Sales Master File (SM0.D).

```
DS04222      Open Quote Register    ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                          ABC CO.                       Port  38
                                                                Store 01

    1. Input Parameters

          Beginning Customer Number                .000
          Ending    Customer Number           999999.999
          Beginning Trans Date                       0
          Ending    Trans Date                  999999
          Print  0) All Quotes                       0
                 1) Temp Quote Only
                 2) Quotes Only
          Written By        (0 = All)                0
          Assigned Salesman (0 = All)                0
          Print  1) Tax/Addons                       1
                 2) Customer PO#
          Show Cost Percents    (Y/N)                N
          Number of Copies                           1
          Store Number      (0 = All)                0
          Report Date                           mmddyy
          Type R,D,S        (A = All)                A
          Select Sales Optional Field (Y/N)          N

<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print 0) All Quotes
1) Temp Quotes Only
2) Quotes Only

Enter **0** to print all quotes (regular and temp quotes), **1** to print temp quotes only, or **2** to print regular quotes only.

Print 1) Tax/Addons
2) Customer PO#

Enter **1** to print the tax and addons, **2** to print the customer P.O. number.

Show Cost Percents (Y/N)

Enter **Y** if you wish to print the average and market cost percents or **N** to leave them off the report.

Type R,D,S (A=All)

Enter **R** to print regular transactions, **D** for directs, or **S** for special orders. Or print all transaction by entering **A**.

SAMPLE OPEN QUOTE REGISTER - CUSTOMER

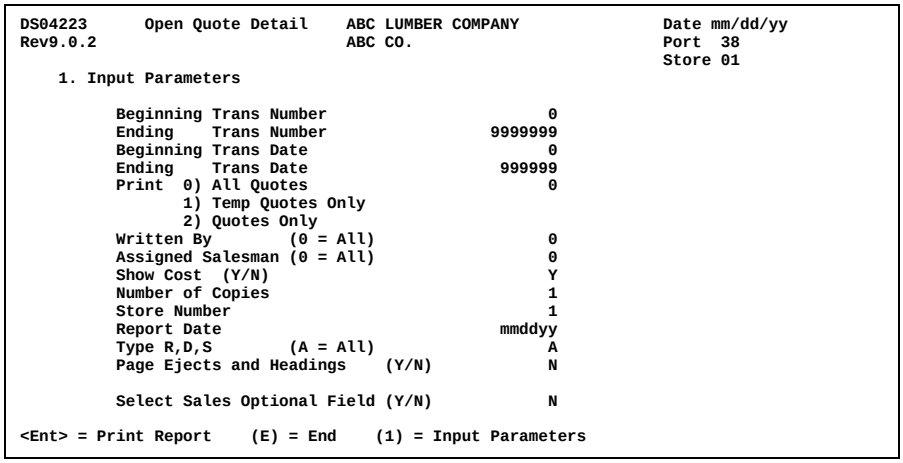
mm/dd/yy STORE All OPEN QUOTE REGISTER ABC COMPANY ABC CO. DS04222
12:02:12 PAGE 0001

ST	TRANS NUMBER		CUST NUMBER	NAME	CR	SHIP TO	DATE	ADDONS	TAX	TOTAL	M	P	WBY
1	3000636	Q	1.000	CASH SALE			100396		.50	8.50	M-	P	1
1	3000637	Q	1.000	CASH SALE			111796					X	1
1	3000639	Q	1.000	CASH SALE			22597		7.60	129.24	M-		1
1	3000640	Q	1.000	CASH SALE			22597		2.41	40.91	M-		1
1	3000641	Q	1.000	CASH SALE			22797		5.11	86.81		P	1
1	3000646	Q	1.000	CASH SALE			42997		.32	8.86	M +		1
1	3000651	Q	1.000	CASH SALE			62397		266.40	4528.40		P	1
1	3000652	Q	1.000	CASH SALE		BRASS HARDWARE	259706		266.40	4528.40			1
1	3000653	Q	1.000	CASH SALE			80497		263.08	4472.08		P	1
1	3000654	Q	1.000	CASH SALE			81397		2.26	51.16	M +		1
1	3000655	Q	1.000	CASH SALE			81397		2.26	51.16	M +		1
1	3000656	Q	1.000	CASH SALE		3465 W. Philadel	81597		51.67	878.32		P	1
1	3000657	Q	1.000	CASH SALE			82597		.14	4.12			1
1	3000658	Q	1.000	CASH SALE			91597		20.25	483.25	M +		1
1	5000606	T	1.000	CASH SALE			121296		4.50	76.52	M +	X	1
1	5000608	T	1.000	CASH SALE			32097						1
1	5000609	T	1.000	CASH SALE			32097						1
1	5000610	T	1.000	CASH SALE			32097						1
1	5000611	T	1.000	CASH SALE			32097						1
1	5000614	T	1.000	CASH SALE			40997		18.21	309.53	M +		1
1	5000615	T	1.000	CASH SALE			41497		1.64	39.44	M +		1
1	3000650	Q	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	61297		7.61	179.67		P	1
1	5000607	T	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31297		36.36	763.56	M-+		2
1	5000612	T	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32097						1
1	5000613	T	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32097						1
1	3000642	Q	2000.000	BEST BUILT HOMES		12 PALM BEACH DR	31297		40.02	680.32			1
1	3000647	Q	2000.000	BEST BUILT HOMES		111	51697		3.54	119.44	M +		1
1	3000649	Q	2000.000	BEST BUILT HOMES		1	61297		.16	3.74	M-		1
2	3000601	Q	2000.000	BEST BUILT HOMES		1	51697		2.87	48.85	M +		2
1	3000638	Q	2500.000	CARSON CONTRACTING/CARL			120396		.78	13.25	M +		1
1	3000643	Q	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.28	4.77			1
1	3000644	Q	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		2.29	38.94	M +		1
1	5000605	T	2500.000	CARSON CONTRACTING/CARL			122096		4.54	77.14	M +	E	1
1	3000645	Q	3000.000	CLASSY DOORS & WINDOWS	Y		40997		9.58	162.86			1
							TOTAL		1020.78	17789.24			

3. Open Quote Detail – Number

This report shows open quote and temp quote information including all header and line item detail for each transaction printed in transaction number order. The report include the following header information: transaction number, quote or temp quote, customer number and name, Y if the credit was released, date and time, store number (S), port number (P), assigned salesman (A), written by salesman (W), customer class (C), price level (P), terms code (T), update code (U=updated, D=flagged for deletion), miscellaneous comments, customer P.O. number, your P.O. number, delivery date, ship to address, the transaction number from which this quote originated, and bid number. The line item detail includes the line number, quantity, description, item number, units, price, unit description, discount (if any), sell extension, average and market cost, average and market percent (if selected), discountable code, taxable code, and expected gross margin indicator ("+" if over, "-" if under). The report also shows subtotal, addons (if any), tax, and total amount (with cost extensions) of each transaction.

This information comes from the Sales Master File (SM0.D).



```
DS04223      Open Quote Detail    ABC LUMBER COMPANY              Date mm/dd/yy
Rev9.0.2                          ABC CO.                         Port  38
                                                                  Store 01

    1. Input Parameters

          Beginning Trans Number                      0
          Ending    Trans Number                9999999
          Beginning Trans Date                        0
          Ending    Trans Date                  999999
          Print  0) All Quotes                        0
                 1) Temp Quotes Only
                 2) Quotes Only
          Written By        (0 = All)                 0
          Assigned Salesman (0 = All)                 0
          Show Cost  (Y/N)                            Y
          Number of Copies                            1
          Store Number                                1
          Report Date                            mmddyy
          Type R,D,S        (A = All)                 A
          Page Ejects and Headings    (Y/N)           N

          Select Sales Optional Field (Y/N)           N

<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print 0) All Quotes
1) Temp Quotes Only
2) Quotes Only

Enter **0** to print all quotes (regular and temp quotes), **1** to print temp quotes only, or **2** to print regular quotes only.

Show Cost (Y/N)

Enter **Y** if you wish to print the average and market costs and percents for each line or **N** to leave them off the report.

Type R,D,S (A=All)

Enter **R** to print regular transactions, **D** for directs, or **S** for special orders. Or print all transaction by entering **A**.

Page Ejects and Headings (Y/N)

Enter **Y** if you wish to eject a new page and print a heading on every new page. Or enter **N** if you wish to print continuously, going over the perforations on the paper. Usually when printing detail reports, it is not necessary to print a new heading on every page. Taking this option will save paper and time.

SAMPLE OPEN QUOTE DETAIL - NUMBER

```
mm/dd/yy       STORE 01   OPEN QUOTE DETAIL       ABC COMPANY                  ABC CO.                                  DS04223
12:18:41                                                                                                             PAGE 0001


3000636 QUOTE             1.000  CASH SALE                      10/03/96 07:08 S-1  P-19 A-1  W-1  C-1  P-1   T-90  M-  P U
          MISC:                    CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:            P

 LN   QTY       DESCRIPTION                   ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     2.00 2X4-08 CONSTR COMMON REDWOOD    13424080     2.00      4.00  EA            8.00     3.24   831.10  19.00 *77.50-NN-

                                                SUBTOTAL                              8.00     6.48  1662.20
                                                STATE SALES TAX                        .50
                                                TOTAL                                 8.50     1.52  1654.20- 19.00 *77.50-


3000637 QUOTE             1.000  CASH SALE                      11/17/96 21:13 S-1  P-19 A-1  W-1  C-1  P-1   T-90        U
          MISC:                    CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

 LN   QTY       DESCRIPTION                   ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*

                                                SUBTOTAL                               .00
                                                STATE SALES TAX                        .00
                                                TOTAL                                  .00



3000638 QUOTE          2500.000  CARSON CONTRACTING/CARL          12/03/96 08:35 S-1  P-19 A-1  W-1  C-1  P-1   T-1   M +   U
          MISC:                    CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:                          DB-1

 LN   QTY       DESCRIPTION                     ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     1.00 KILZ UPSHOT SPRY.STAINSLR         99002169A     1.00      4.49  EA            4.49     2.35     2.35  47.66  47.66 NN+
  2     2.00 STAIN MARKER GOLDEN OAK           99002688A     2.00      3.99  EA            7.98     2.40     2.40  39.85  39.85 NN+
  3          ** NOT FOUND IN IM1 & IM2 *****

                                                SUBTOTAL                              12.47     7.15     7.15
                                                STATE SALES TAX                         .78
                                                TOTAL                                 13.25     5.32     5.32  42.66  42.66


3000639 QUOTE             1.000  CASH SALE                      02/25/97 08:14 S-1  P-10 A-1  W-1  C-1  P-1   T-90  M-    U
          MISC:                    CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

 LN   QTY       DESCRIPTION                     ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     1.00 250' ROLL PERF-A-TAPE             27021210A     1.00      3.85  EA            3.85     3.89     3.89   1.04-  1.04-NN-
  2     6.00 250' ROLL PERF-A-TAPE             27021210A     6.00      3.71  EA           22.26     3.89     3.89   4.85-  4.85-NN-
  3    11.00 250' ROLL PERF-A-TAPE             27021210A    11.00      3.71  EA           40.81     3.89     3.89   4.85-  4.85-NN-
  4    16.00 250' ROLL PERF-A-TAPE             27021210A    16.00      3.42  EA           54.72     3.89     3.89  13.74- 13.74-NN-

                                                SUBTOTAL                            121.64   132.26   132.26
                                                STATE SALES TAX                       7.60
                                                TOTAL                               129.24    10.62-   10.62-  8.73-  8.73-


3000640 QUOTE             1.000  CASH SALE                      02/25/97 08:41 S-1  P-12 A-1  W-1  C-1  P-1   T-90  M-    U
          MISC:                    CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

 LN   QTY       DESCRIPTION                     ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1    10.00 250' ROLL PERF-A-TAPE             27021210A    10.00      3.85  EA           38.50     3.89     3.89   1.04-  1.04-NN-

                                                SUBTOTAL                             38.50    38.90    38.90
                                                STATE SALES TAX                       2.41
                                                TOTAL                                40.91      .40-     .40-  1.04-  1.04-
```

etc.

4. Open Quote Detail – Customer

This report shows open quote and temporary quote information including all header and line item detail for each transaction printed in customer number order. It shows the same information as the Open Quote Detail - Number.

This information comes from the Sales Master File (SM0.D).

```
DS04224     Open Quote Detail By Cust   ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.2                          ABC CO.                           Port  38
                                                                    Store 01

    1. Input Parameters

          Beginning Cust Number                      .000
          Ending    Cust Number                999999.999
          Beginning Trans Date                         0
          Ending    Trans Date                    999999
          Print  0) All Quotes                         0
                 1) Temp Quotes Only
                 2) Quotes Only
          Written By        (0 = All)                  0
          Assigned Salesman (0 = All)                  0
          Show Cost         (Y/N)                      Y
          Number of Copies                             1
          Store Number      (0 = All)                  0
          Report Date                              mmddyy
          Type R,D,S        (A = All)                  A
          Page Ejects and Headings                     N

          Select Sales Optional Field (Y/N)            N

<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print 0) All Quotes
1) Temp Quotes Only
2) Quotes Only

Enter **0** to print all quotes (regular and temp quotes), **1** to print temp quotes only, or **2** to print regular quotes only.

Show Cost (Y/N)

Enter **Y** if you wish to print the average and market costs and percents for each line or **N** to leave them off the report.

Type R,D,S (A=All)

Enter **R** to print regular transactions, **D** for directs, or **S** for special orders. Or print all transaction by entering **A**.

Page Ejects and Headings (Y/N)

Enter **Y** if you wish to eject a new page and print a heading on every new page. Or enter **N** if you wish to print continuously, going over the perforations on the paper. Usually when printing detail reports, it is not necessary to print a new heading on every page. Taking this option will save paper and time.

SAMPLE OPEN QUOTE DETAIL - CUSTOMER

```
mm/dd/yy       STORE ALL   OPEN QUOTE DETAIL       ABC COMPANY                    ABC CO.                                DS04224
13:01:51                                                                                                              PAGE 0001


3000636 QUOTE             1.000  CASH SALE                      10/03/96 07:08 S-1  P-19 A-1  W-1  C-1  P-1   T-90  M-  P U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:            P

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     2.00 2X4-08 CONSTR COMMON REDWOOD     13424080     2.00      4.00  EA            8.00     3.24   831.10  19.00 *77.50-NN-

                                                    SUBTOTAL                            8.00     6.48  1662.20
                                                    STATE SALES TAX                      .50
                                                    TOTAL                               8.50     1.52  1654.20- 19.00 *77.50-


3000637 QUOTE             1.000  CASH SALE                      11/17/96 21:13 S-1  P-19 A-1  W-1  C-1  P-1   T-90        U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*

                                                    SUBTOTAL                             .00
                                                    STATE SALES TAX                      .00
                                                    TOTAL                                .00


3000639 QUOTE             1.000  CASH SALE                      02/25/97 08:14 S-1  P-10 A-1  W-1  C-1  P-1   T-90  M-    U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     1.00 250' ROLL PERF-A-TAPE            27021210A     1.00      3.85  EA            3.85     3.89     3.89   1.04-  1.04-NN-
  2     6.00 250' ROLL PERF-A-TAPE            27021210A     6.00      3.71  EA           22.26     3.89     3.89   4.85-  4.85-NN-
  3    11.00 250' ROLL PERF-A-TAPE            27021210A    11.00      3.71  EA           40.81     3.89     3.89   4.85-  4.85-NN-
  4    16.00 250' ROLL PERF-A-TAPE            27021210A    16.00      3.42  EA           54.72     3.89     3.89  13.74- 13.74-NN-

                                                    SUBTOTAL                           121.64   132.26   132.26
                                                    STATE SALES TAX                      7.60
                                                    TOTAL                              129.24    10.62-   10.62-  8.73-  8.73-


3000640 QUOTE             1.000  CASH SALE                      02/25/97 08:41 S-1  P-12 A-1  W-1  C-1  P-1   T-90  M-    U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1    10.00 250' ROLL PERF-A-TAPE            27021210A    10.00      3.85  EA           38.50     3.89     3.89   1.04-  1.04-NN-

                                                    SUBTOTAL                            38.50    38.90    38.90
                                                    STATE SALES TAX                      2.41
                                                    TOTAL                               40.91      .40-     .40-  1.04-  1.04-


3000641 QUOTE             1.000  CASH SALE                      02/27/97 09:37 S-1  P-6  A-1  W-1  C-1  P-1   T-90      P U
          MISC:                     CUST PO:                OUR PO:       0   DEL DATE: 00/00/00

                                                                          FROM:          BID:            P

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %    SELL EXT  AVE CST  MKT CST  AVE-%  MKT-% DTM*
  1     5.00 250' ROLL PERF-A-TAPE            27021210O     5.00      3.85  EA           19.25     3.89     3.89   1.04-  1.04-NN
  2     5.00 ULTRA WHITE FINISH QUART         99002702O     5.00     12.49  EA           62.45     3.89     8.71  68.86  30.26 NN

                                                    SUBTOTAL                            81.70    38.90    63.00
                                                    STATE SALES TAX                      5.11
                                                    TOTAL                               86.81    42.80    18.70  52.39  22.89
```

etc.

5. Open Quotes by Expiration Date

This report is printed in written by salesman number order. You can select the range of written by numbers as well as the beginning and ending expiration dates. The report show the expiration date, customer number and name, ship to address, phone number, store number, transaction number, transaction date, sales amount, and margin. Each written by salesman is totaled before going on to the next written by number.

This information comes from the Sales Master File (SM0.D).

```
DS04225     Quote Reg by Exp Date   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.3                          ABC CO.                         Port  38
                                                                  Store 01

    1. Input Parameters

          Beginning Written By                        0
          Ending    Written By                     9999
          Beginning Expiration Date                   0
          Ending    Expiration Date               999999
          Print  0) All Quotes                        0
                 1) Temp Quotes Only
                 2) Quotes Only
          Page Break Between Slsmn (Y/N)              Y
          Number of Copies                            1
          Store Number           (0=All)              1
          Report Date                              mmddyy
          Select Sales Optional Field (Y/N)           N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print 0) All Quotes
1) Temp Quotes Only
2) Quotes Only

Enter **0** to print all quotes (regular and temp quotes), **1** to print temp quotes only, or **2** to print regular quotes only.

Print Breaks Between Slsmn (Y/N)

Enter **Y** if you wish to eject a new page and print a heading whenever data for the next salesman begins. Or enter **N** if you wish to print continuously without breaking between salesmen.

SAMPLE OPEN QUOTES BY EXPIRATION DATE

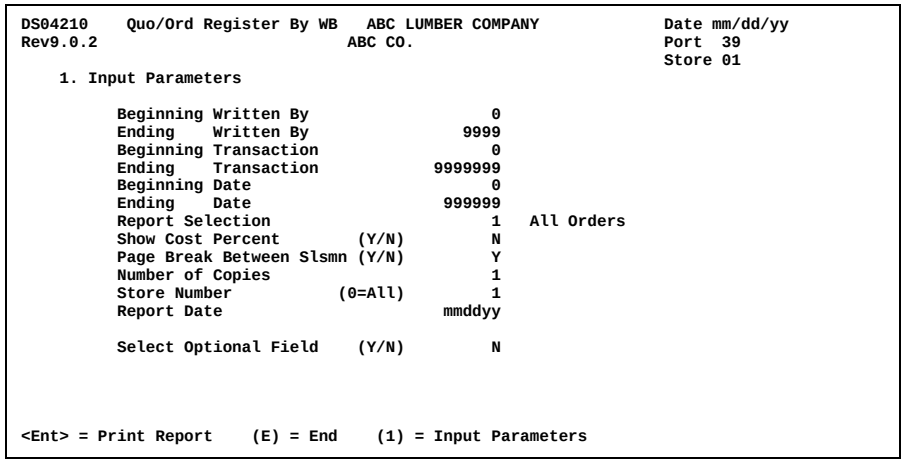
```
mm/dd/yy   STORE 01   QUOTES BY EXP DATE     ABC LUMBER CO. DIM98              #1                                    DS04225
11:38:54                                                                                                           PAGE 0001

 EXPIRE      CUSTOMER     NAME                          SHIP TO             PHONE #     STR   TRANS #  TRANS       SALES     MARGIN
  DATE                                                                                                    DATE

Written By:  1   GARY NELSON

               1.000 CASH SALES12345678901234567890                                        1   1900005 07/26/99     64.72       9.69
               1.000 CASH SALES12345678901234567890                                        1   1900006 07/26/99     64.72       9.69
               1.000 CASH SALES12345678901234567890                                        1   3100094 06/22/99    130.50      19.00
            1030.000 ANDERSON/MIKE                                    480-2311          1   3100095 07/08/99     33.45       5.05
            1030.000 ANDERSON/MIKE                                    480-2311          1   3100096 07/08/99    184.35      39.65
            1030.000 ANDERSON/MIKE                                    480-2311          1   3100097 07/08/99     13.76       4.88
            1030.000 ANDERSON/MIKE                                    480-2311          1   3100098 07/09/99      1.79        .18-
               1.000 CASH SALES12345678901234567890                                        1   3100099 07/20/99    250.00     192.92
               1.000 CASH SALES12345678901234567890                                        1   3200011 08/23/99   2249.08     445.30
               1.000 CASH SALES12345678901234567890                                        1   3200013 08/23/99  44981.60    8906.00
               1.000 CASH SALES12345678901234567890                                        1   3200014 10/14/99      2.13        .82
            1040.000 BECK STREET CONSTRUCTION                         531-2698          1   3200015 09/03/99      2.13        .82
               1.000 CASH SALES12345678901234567890                                        1   3200016 09/03/99    102.08      97.96
               1.000 CASH SALES12345678901234567890                                        1   3200017 09/27/99     19.97      19.42
             900.000 DS02328 TEST FOR CANBY                                                1   3200018 10/14/99     19.97      19.42
             900.000 DS02328 TEST FOR CANBY                                                1   3200019 10/14/99
               1.000 CASH SALES12345678901234567890                                        1   3200020 11/23/99      1.00        .31-
               1.000 CASH SALES12345678901234567890                                        1   3200021 11/23/99     35.17      25.57
            1030.000 ANDERSON/MIKE                                    480-2311          1   3200022 12/02/99   1500.00     300.00-
               1.000 CASH SALES12345678901234567890                                        1   5200009 09/03/99      2.13        .82
            1040.000 BECK STREET CONSTRUCTION                         531-2698          1   5200010 09/03/99      2.13        .82
07/31/99       1.000 CASH SALES12345678901234567890 123456789A123456789B                  1   5100037 07/19/99     10.65       4.00

                              SALESMAN TOTAL           22 Transactions                                          49671.33    9501.34
etc.
```

6. Open Order/Quote – Written By

This report is the same as #7 on the **Open Orders Menu** (Open Order/Quote – Written By).

This report shows a summary register (one line per transaction) printed in written by salesman order. It can be printed for all orders, backorders only, all quotes, temp quotes only, or all quotes. It can be printed for a range of written by salesman numbers, a range of transaction numbers, and/or a range of transaction dates. The report includes the store number, transaction number, customer number and name, Y if credit was released (CR), ship to address, transaction date, total, deposit amount, balance (open orders only), average and market cost percents (if selected), expected gross margin indicator ("+" if over, "-" if under), price source (if other than automatic), and order type if using order entry (I=invoice, R=return, T=transfer).

This information comes from the Sales Master File (SM0.D). Orders are stored temporarily until they are invoiced completely or deleted. Quotes remain in the file to be used again and again until they are deleted. They can be recalled and changed into orders or invoices.. Temporary quotes are like regular quotes except they are not stored permanently. They can be recalled and changed into orders or invoices but they can be used only once.



```
DS04210    Quo/Ord Register By WB   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                          ABC CO.                        Port  39
                                                                 Store 01

    1. Input Parameters

          Beginning Written By                  0
          Ending    Written By               9999
          Beginning Transaction                 0
          Ending    Transaction           9999999
          Beginning Date                        0
          Ending    Date                   999999
          Report Selection                      1   All Orders
          Show Cost Percent       (Y/N)         N
          Page Break Between Slsmn (Y/N)        Y
          Number of Copies                      1
          Store Number           (0=All)        1
          Report Date                      mmddyy

          Select Optional Field   (Y/N)         N



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Selection

1 = All orders
2 = Backorders only
3 = All quotes
4 = Temp quotes only
5 = Quotes only

Show Cost Percent (Y/N)

Enter **Y** if you wish to print the average and market cost percents for each line or **N** to leave them off the report.

Page Breaks Between Slsmn (Y/N)

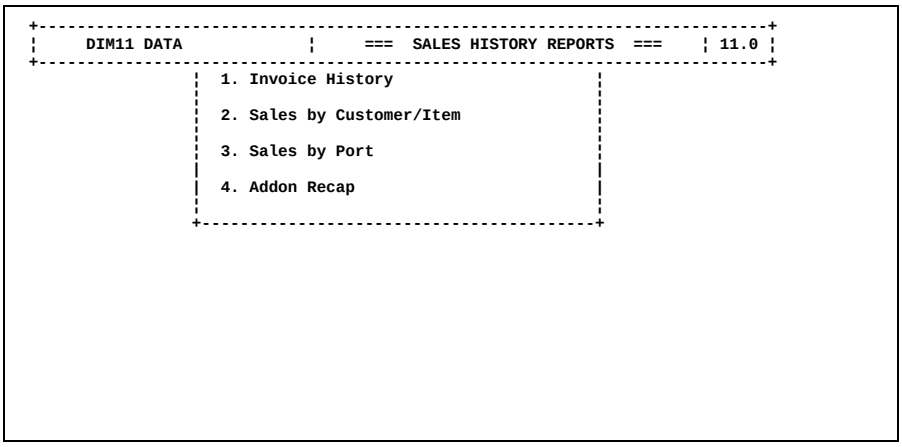
Enter **Y** if you wish to eject a new page and print a heading whenever data for the next salesman begins. Or enter **N** if you wish to print continuously without breaking between salesmen.

SAMPLE OPEN ORDER/QUOTE- WRITTEN BY
All Orders
No Break Between Salesmen

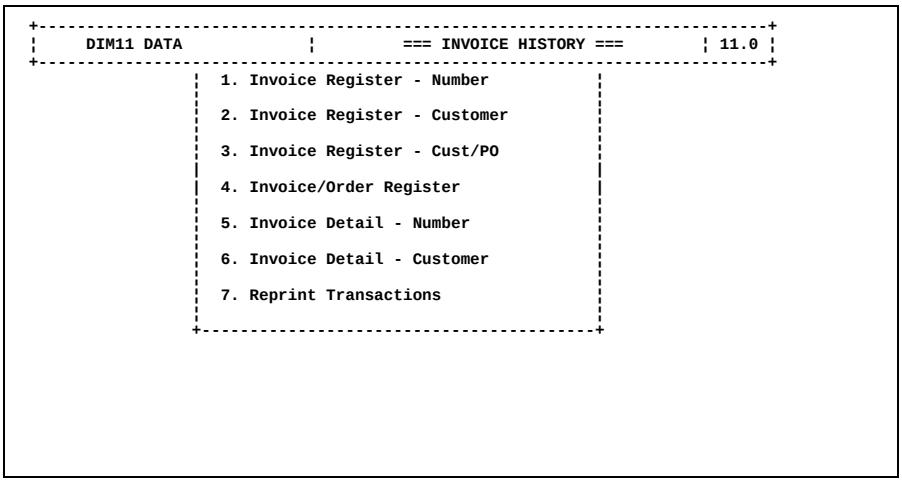
```
mm/dd/yy          TRANSACTION REGISTER - WRITTEN BY          ABC LUMBER CO. DIM98                    DS04210
13:03:23                    ALL ORDERS                                                                 PAGE 0001

STR  TRANS      CUST      NAME                CR   SHIP TO        DATE     TOTAL    DEPOSIT   BALANCE      M  P
     NUMBER     NUMBER

WRITTEN BY SALESMAN:  1   GARY NELSON

  1 1900007    1030.000  ANDERSON/MIKE                           72699    130.00              130.00       M + X I
  1 4100316       1.000  CASH SALES12345678901234                22599     31.91     31.91                  M +
  1 4100317       1.000  CASH SALES12345678901234                22599     31.91     31.91                  M +
  1 4100333       1.000  CASH SALES12345678901234                31299     13.52                13.52       M +
  1 4100334       1.000  CASH SALES12345678901234                31299     13.52                13.52       M +
  1 4100337       1.000  CASH SALES12345678901234                31999     23.92                23.92       M +
  1 4100344       1.000  CASH SALES12345678901234                32599     13.57                13.57       M +
  1 4100345       1.000  CASH SALES12345678901234                32599    129.23               129.23       M +
  1 4100348     900.000  DS02328 TEST FOR CANBY                 101499     11.10                11.10
  1 4100353    2020.000  DYNASTY CORPORATION                     62199     33.33                33.33       M-  X
  1 4100356       1.000  CASH SALES12345678901234                63099      4.99                 4.99       M +
  1 4100366 B  1030.000  ANDERSON/MIKE                           80699      6.99                 6.99       M-  X I
  1 4200029       1.000  CASH SALES12345678901234                81399
  1 4200030       1.000  CASH SALES12345678901234                81799    104.00               104.00       M +
  1 4200044       1.000  CASH SALES12345678901234                82799    208.00               208.00       M +
  1 4200045       1.000  CASH SALES12345678901234                90399     25.78                25.78       M +
  1 4200046       1.000  CASH SALES12345678901234                90999    462.35               462.35       M +
  1 4200047       1.000  CASH SALES12345678901234                90999    136.67               136.67       M-+
  1 4200048    1040.000  BECK STREET CONSTRUCTION                91399     42.40                42.40       M +
  1 4200049    1040.000  BECK STREET CONSTRUCTION                91399      1.38                 1.38       M-
  1 4200054       1.000  CASH SALES12345678901234                91799    308.00               308.00       M +
  1 4200055       1.000  CASH SALES12345678901234                92499     11.08      1.00      10.08       M +
  1 4200057       1.000  CASH SALES12345678901234               102299      4.13                 4.13       M +
  1 4200060       1.000  CASH SALES12345678901234               110999
  1 4200061    1060.000C BRODERICK AND ZARBOCK PL                111899    137.37               137.37       M +
  1 4200062    1040.000  BECK STREET CONSTRUCTION                120999    148.08               148.08       M +

                                                  SALESMAN TOTAL          2033.23     64.82    1968.41


WRITTEN BY SALESMAN:  2   KAREN ERICKSON

  1 4200025       1.000  CASH SALES12345678901234                81399     11.08      1.00      10.08       M +

                                                  SALESMAN TOTAL            11.08      1.00      10.08


WRITTEN BY SALESMAN:  3   DAVID RENSTROM

  1 4100357       1.000  CASH SALES12345678901234                63099    218.77     20.00     198.77       M +

                                                  SALESMAN TOTAL           218.77     20.00     198.77



                                                  REPORT TOTAL            2263.08     85.82    2177.26
```

Sales History
Invoice History

This menu is displayed after selecting **3** for **Sales History** from the **Sales Reports Menu**:



This menu is displayed after selecting **1** for **Invoice History**:

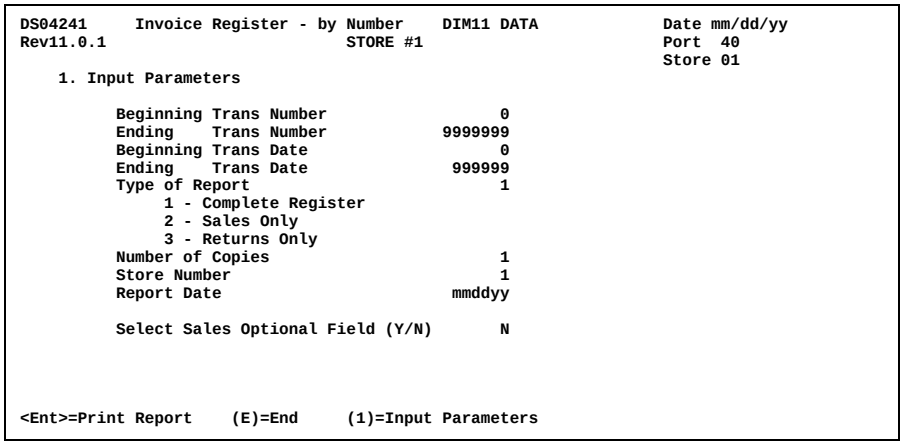


See the following seven parts for descriptions of each report.

1. Invoice Register – Number

This report shows a summary register (one line per transaction) showing sales and returns in transaction number order. The report includes the transaction number, customer number and name, Y if credit was released (CR), ship to address, date, addons, tax, total, average and market percents (if selected), expected gross margin indicator ("+" if over, "-" if under), price source (if other than automatic), and written by code.

This information comes from the Sales History File (SH0.D) which is updated during day end. There is a setting in the Variable File, which determines whether sales are saved to sales history, or not. Sales and returns can be made for cash or charge customers.



```
DS04241     Invoice Register - by Number    DIM11 DATA            Date mm/dd/yy
Rev11.0.1                        STORE #1                         Port  40
                                                                  Store 01

    1. Input Parameters

          Beginning Trans Number                0
          Ending    Trans Number          9999999
          Beginning Trans Date                0
          Ending    Trans Date             999999
          Type of Report                        1
               1 - Complete Register
               2 - Sales Only
               3 - Returns Only
          Number of Copies                      1
          Store Number                          1
          Report Date                      mmddyy

          Select Sales Optional Field (Y/N)     N



<Ent>=Print Report    (E)=End     (1)=Input Parameters
```

Special and Unique Input Parameters

Type of Report
- **1 - Complete Register**
- **2 - Sales Only**
- **3 - Returns Only**

Enter **1** to print sales and returns, **2** to print sales only, or **3** to print returns only.

SAMPLE INVOICE REGISTER - NUMBER

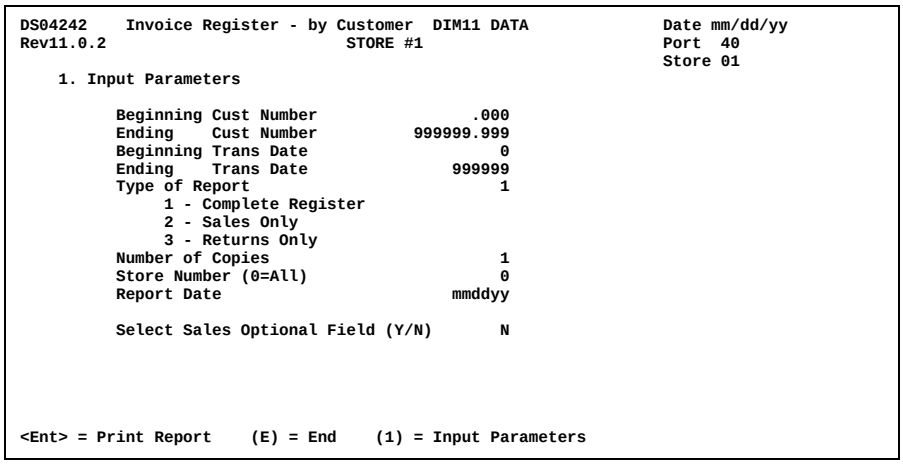
mm/dd/yy STORE 01 INVOICE REGISTER – BY NUMBER DIM11 DATA STORE #1 DS04241
13:32:20 03/01/97 THRU 03/31/97 PAGE 0001

TRANS NUMBER	CUST NUMBER	NAME	CR	SHIP TO	DATE	ADDONS	TAX	TOTAL	AVE-%	MKT-%	M	P	WBY
1900729	1.000	CASH SALE			32097								1
1900730	1.000	CASH SALE			32197		.49	8.25	43.30	38.14	M	-	1
1900731	1.000	CASH SALE			32197		.49	8.25	43.30	38.14	M	-	1
1900732	1.000	CASH SALE			32197		.49	8.25	43.30	38.14	M	-	1
2900743	2000.000	BEST BUILT HOMES			30597		13.92	236.62	49.30	49.03	M	+	1
2900744	2000.000	BEST BUILT HOMES			30597		3.09	52.49	40.28	39.07	M	+	1
2900745	2000.000	BEST BUILT HOMES			30597		2.67	45.40	24.41	47.51	M	+	1
2900746	2000.000	BEST BUILT HOMES			30597		2.67	45.40	24.41	47.51	M	+	1
2900747	2000.000	BEST BUILT HOMES			30597		2.67	45.40	24.41	47.51	M	+	1
2900748	2000.000	BEST BUILT HOMES			30597		12.35	209.97	31.48	43.05	M	+	1
2900749	2000.000	BEST BUILT HOMES			30597		12.35	209.97	31.48	43.05	M	+	1
2900750	2000.000	BEST BUILT HOMES			30597		12.35	209.97	31.48	43.05	M	+	1
2900751	2000.000	BEST BUILT HOMES		SHIP TO ADDRESS 1	30597		12.35	209.97	31.48	43.05	M	+	1
2900752	2000.000	BEST BUILT HOMES		SHIP TO ADDRESS 1	30597		12.35	209.97	31.48	43.05	M	+	1
2900753	2500.000	CARSON CONTRACTING/CARL			31097		2.75	46.69	28.93	51.68	M	+	1
2900754	1000.003	ACME CONSTRUCTION			31197		2.04	42.84	4.66	4.66	M	-	1
2900755	1000.003	ACME CONSTRUCTION			31197		.20	4.28	4.66	4.66	M	-	1
2900756	1000.003	ACME CONSTRUCTION			31197		.20	4.28	4.66	4.66	M	-	1
2900757	1000.003	ACME CONSTRUCTION			31197		.20	4.28	4.66	4.66	M	-	1
2900758	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197		2.04	42.84	4.66	4.66	M	-	1
2900759	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31197		47.50	997.55	16.80	26.17			1
2900760	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31297		5.00	105.00	40.00	50.00			1
2900761	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31297		5.00	105.00	40.00	50.00			1
2900762	5000.000	EVERETT COMPANY			31297			70.00	28.57	28.57	M	+	1
2900763	5000.000	EVERETT COMPANY			31297			70.00-	28.57	28.57	M	+	1
2900764	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31297		85.46	1452.76	26.71	26.45	M	+	2
2900765	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31397		47.38	994.88	4.96	4.96	M	-	1
2900766	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.28	4.77	47.66	47.66			1
2900767	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.28	4.77	47.66	47.66			1
2900768	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.47	7.97	68.67	68.67	M	+	1
2900769	2000.000	BEST BUILT HOMES			31797		2.32-	39.42-	4.85-	6.74-	M	-	5
2900770	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997		75.70	1589.70	4.89	4.89	M	-	3
2900771	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997		52.30	1098.30	4.97	4.97	M	-	2
2900772	1000.001	ACME CONSTRUCTION			32097		2.32	39.42	23.18	23.18	M	-	1
2900773	1000.001	ACME CONSTRUCTION			32097		4.06	69.01	25.17	25.17			1
2900774	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32097								1
2900775	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32597		1.50	31.40	4.68	4.68	M	-	1
2900776	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32597		1.50	31.40	4.68	4.68	M	-	1
2900777	500.000	STORE 2 TRANSFER ACCOUNT			32697			99.40			M	-	1
2900778	500.000	STORE 2 TRANSFER ACCOUNT			32697			9.94			M	-	1
2900779	5000.000	EVERETT COMPANY			32897			57.90	49.74	49.74	M	+	1
2900780	5000.000	EVERETT COMPANY			32897			57.90-	49.74	49.74	M	+	1
2900781	3030.000	FISHER'S QUICK & EASY			32897		3.62	61.52	49.74	49.74	M	+	1
2900782	3030.000	FISHER'S QUICK & EASY			32897		3.62-	61.52-	49.74	49.74	M	+	1
2900783	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.58	37.58	M	+	1
2900784	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.58	37.58	M	+	1
2900785	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.58	37.58	M	+	1
2900786	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.58	37.58	M	+	1
2900787	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.58	37.58	M	+	1
2900788	10000.000	1ST TEST CUSTOMER			32897		25.49	433.38	38.17	38.17	M	+	1
2900789	1300.000	JOHN MADDEN		FIND OUT WHERE THE	32897		40.61	690.41	30.27	30.00	M	+	2
2900790	10000.000	1ST TEST CUSTOMER			33197		11.23	190.91	26.26	25.31	M	+	1
2900791	1300.000	JOHN MADDEN		FIND OUT WHERE THE	33197		21.86	371.62	24.24	23.26			2
7000003	500.000	STORE 2 TRANSFER ACCOUNT			32697			128.00	22.34	22.34			1
7000004	500.000	STORE 2 TRANSFER ACCOUNT			32697			128.00	22.34	22.34			1
7000005	500.000	STORE 2 TRANSFER ACCOUNT			32697			2.85			M	-	1
7000006	500.000	STORE 2 TRANSFER ACCOUNT			32697			2.85			M	-	1
7000007	500.000	STORE 2 TRANSFER ACCOUNT			32697			2.85			M	-	1
7000008	500.001	STORE 2 TRANSFER			32697			135.10		5.26	M	-	1
7000009	500.001	STORE 2 TRANSFER			32697			13.51		5.26	M	-	1
7000010	500.001	STORE 2 TRANSFER			32697			29.87-		4.75	M	-	1
7000011	500.001	STORE 2 TRANSFER			32797			99.40			M	-	1
				TOTAL		.00		10755.73		21.88			
							541.29		19.36				

2. Invoice Register – Customer

This report shows a summary register (one line per transaction) showing sales and returns in customer number order. It shows the same information as the Invoice Register - Number.

This information comes from the Sales History File (SH0.D).



```
DS04242    Invoice Register - by Customer  DIM11 DATA          Date mm/dd/yy
Rev11.0.2                        STORE #1                      Port  40
                                                               Store 01

    1. Input Parameters

          Beginning Cust Number                .000
          Ending    Cust Number          999999.999
          Beginning Trans Date                   0
          Ending    Trans Date              999999
          Type of Report                       1
               1 - Complete Register
               2 - Sales Only
               3 - Returns Only
          Number of Copies                     1
          Store Number (0=All)                 0
          Report Date                       mmddyy

          Select Sales Optional Field (Y/N)    N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Type of Report
1 - Complete Register
2 - Sales Only
3 - Returns Only

Enter **1** to print sales and returns, **2** to print sales only, or **3** to print returns only.

SAMPLE INVOICE REGISTER - CUSTOMER

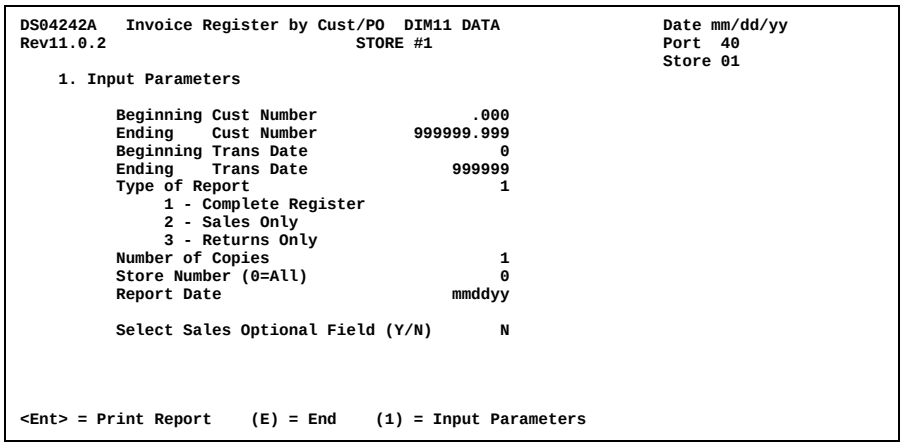
mm/dd/yy STORE ALL INVOICE REGISTER BY CUSTOMER DIM11 DATA STORE #1 DS04242
13:42:00 03/01/97 THRU 03/31/97 PAGE 0001

ST	TRANS NUMBER	CUST NUMBER	NAME	CR	SHIP TO	DATE	ADDONS	TAX	TOTAL	AVE-%	MKT-%	M	P	WBY
1	1900729	1.000	CASH SALE			32097								1
1	1900730	1.000	CASH SALE			32197		.49	8.25	43.3	38.1	M-		1
1	1900731	1.000	CASH SALE			32197		.49	8.25	43.3	38.1	M-		1
1	1900732	1.000	CASH SALE			32197		.49	8.25	43.3	38.1	M-		1
1	2900777	500.000	STORE 2 TRANSFER ACCOUNT			32697			99.40			M-		1
1	2900778	500.000	STORE 2 TRANSFER ACCOUNT			32697			9.94			M-		1
1	7000003	500.000	STORE 2 TRANSFER ACCOUNT			32697			128.00	22.3	22.3			1
1	7000004	500.000	STORE 2 TRANSFER ACCOUNT			32697			128.00	22.3	22.3			1
1	7000005	500.000	STORE 2 TRANSFER ACCOUNT			32697			2.85			M-		1
1	7000006	500.000	STORE 2 TRANSFER ACCOUNT			32697			2.85			M-		1
1	7000007	500.000	STORE 2 TRANSFER ACCOUNT			32697			2.85			M-		1
1	7000008	500.001	STORE 2 TRANSFER			32697			135.10		5.3	M-		1
1	7000009	500.001	STORE 2 TRANSFER			32697			13.51		5.3	M-		1
1	7000010	500.001	STORE 2 TRANSFER			32697			29.87-		4.8	M-		1
1	7000011	500.001	STORE 2 TRANSFER			32797			99.40			M-		1
2	7200000	500.010	STORE 1 TRANSFER			32697			128.00			M-		2
2	7200001	500.010	STORE 1 TRANSFER			32697			28.50			M-		2
2	7200002	500.010	STORE 1 TRANSFER			33197			1137.00			M-		2
2	7200003	500.010	STORE 1 TRANSFER			33197			1137.06					2
2	7200004	500.010	STORE 1 TRANSFER			33197	50.00		378.00			M-		2
1	2900758	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197		2.04	42.84	4.7	4.7	M-		1
1	2900765	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31397		47.38	994.88	5.0	5.0	M-		1
1	2900770	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997		75.70	1589.70	4.9	4.9	M-		3
1	2900771	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997		52.30	1098.30	5.0	5.0	M-		2
1	2900775	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32597		1.50	31.40	4.7	4.7	M-		1
1	2900776	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32597		1.50	31.40	4.7	4.7	M-		1
1	2900772	1000.001	ACME CONSTRUCTION			32097		2.32	39.42	23.2	23.2	M-		1
1	2900773	1000.001	ACME CONSTRUCTION			32097		4.06	69.01	25.2	25.2			1
1	2900754	1000.003	ACME CONSTRUCTION			31197		2.04	42.84	4.7	4.7	M-		1
1	2900755	1000.003	ACME CONSTRUCTION			31197		.20	4.28	4.7	4.7	M-		1
1	2900756	1000.003	ACME CONSTRUCTION			31197		.20	4.28	4.7	4.7	M-		1
1	2900757	1000.003	ACME CONSTRUCTION			31197		.20	4.28	4.7	4.7	M-		1
1	2900759	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31197		47.50	997.55	16.8	26.2			1
1	2900760	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31297		5.00	105.00	40.0	50.0			1
1	2900761	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31297		5.00	105.00	40.0	50.0			1
1	2900789	1300.000	JOHN MADDEN		FIND OUT WHERE THE	32897		40.61	690.41	30.3	30.0	M	+	2
1	2900791	1300.000	JOHN MADDEN		FIND OUT WHERE THE	33197		21.86	371.62	24.2	23.3			2
1	2900743	2000.000	BEST BUILT HOMES			30597		13.92	236.62	49.3	49.0	M	+	1
1	2900744	2000.000	BEST BUILT HOMES			30597		3.09	52.49	40.3	39.1	M	+	1
1	2900745	2000.000	BEST BUILT HOMES			30597		2.67	45.40	24.4	47.5	M	+	1
1	2900746	2000.000	BEST BUILT HOMES			30597		2.67	45.40	24.4	47.5	M	+	1
1	2900747	2000.000	BEST BUILT HOMES			30597		2.67	45.40	24.4	47.5	M	+	1
1	2900748	2000.000	BEST BUILT HOMES			30597		12.35	209.97	31.5	43.0	M	+	1
1	2900749	2000.000	BEST BUILT HOMES			30597		12.35	209.97	31.5	43.0	M	+	1
1	2900750	2000.000	BEST BUILT HOMES			30597		12.35	209.97	31.5	43.0	M	+	1
1	2900751	2000.000	BEST BUILT HOMES		SHIP TO ADDRESS 1	30597		12.35	209.97	31.5	43.0	M	+	1
1	2900752	2000.000	BEST BUILT HOMES		SHIP TO ADDRESS 1	30597		12.35	209.97	31.5	43.0	M	+	1
1	2900769	2000.000	BEST BUILT HOMES			31797		2.32-	39.42-	4.9-	6.7-	M-		5
1	2900753	2500.000	CARSON CONTRACTING/CARL			31097		2.75	46.69	28.9	51.7	M	+	1
1	2900764	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31297		85.46	1452.76	26.7	26.4	M	+	2
1	2900766	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.28	4.77	47.7	47.7			1
1	2900767	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.28	4.77	47.7	47.7			1
1	2900768	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		.47	7.97	68.7	68.7	M	+	1
1	2900774	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32097								1
1	2900783	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.6	37.6	M	+	1
1	2900784	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.6	37.6	M	+	1
1	2900785	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.6	37.6	M	+	1
1	2900786	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.6	37.6	M	+	1
1	2900787	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		4.00	67.95	37.6	37.6	M	+	1
1	2900781	3030.000	FISHER'S QUICK & EASY			32897		3.62	61.52	49.7	49.7	M	+	1
1	2900782	3030.000	FISHER'S QUICK & EASY			32897		3.62-	61.52-	49.7	49.7	M	+	1
1	2900762	5000.000	EVERETT COMPANY			31297			70.00	28.6	28.6	M	+	1
1	2900763	5000.000	EVERETT COMPANY			31297			70.00-	28.6	28.6	M	+	1
1	2900779	5000.000	EVERETT COMPANY			32897			57.90	49.7	49.7	M	+	1
1	2900780	5000.000	EVERETT COMPANY			32897			57.90-	49.7	49.7	M	+	1
1	2900788	10000.000	1ST TEST CUSTOMER			32897		25.49	433.38	38.2	38.2	M	+	1
1	2900790	10000.000	1ST TEST CUSTOMER			33197		11.23	190.91	26.3	25.3	M	+	1
						TOTAL	50.00		13564.29		17.2			
								541.29		15.2				

3. Invoice Register – Cust/PO

This report shows a summary register (one line per transaction) showing sales and returns in customer number order. It shows the same information as the Invoice Register - Number except it also shows the customer P.O. number and your P.O. number

This information comes from the Sales History File (SH0.D).



```
DS04242A   Invoice Register by Cust/PO  DIM11 DATA                Date mm/dd/yy
Rev11.0.2                          STORE #1                      Port  40
                                                                 Store 01

    1. Input Parameters

          Beginning Cust Number                .000
          Ending    Cust Number          999999.999
          Beginning Trans Date                   0
          Ending    Trans Date              999999
          Type of Report                         1
               1 - Complete Register
               2 - Sales Only
               3 - Returns Only
          Number of Copies                       1
          Store Number (0=All)                   0
          Report Date                       mmddyy

          Select Sales Optional Field (Y/N)      N



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Type of Report
- **1 - Complete Register**
- **2 - Sales Only**
- **3 - Returns Only**

Enter **1** to print sales and returns, **2** to print sales only, or **3** to print returns only.

SAMPLE INVOICE REGISTER - CUST/PO

mm/dd/yy STORE ALL INVOICE REGISTER BY CUST/PO DIM11 DATA STORE #1 DS04242A
14:06:57 03/01/97 THRU 03/31/97 PAGE 0001

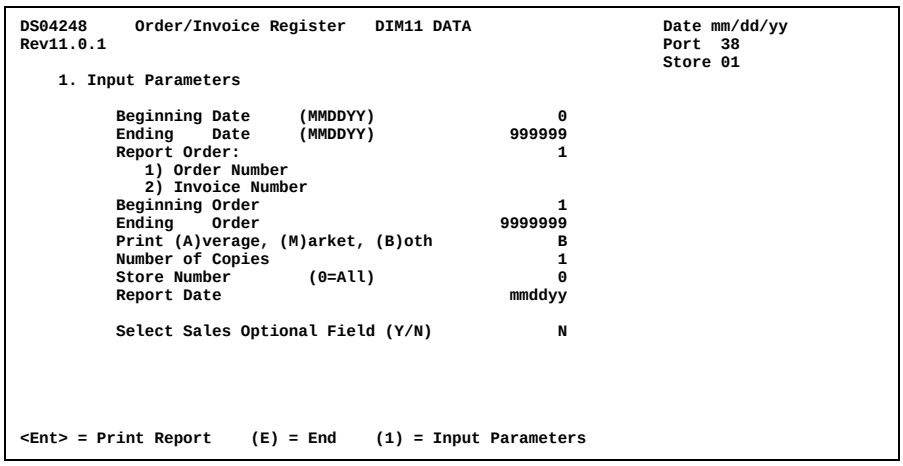
ST	TRANS NUMBER	CUST NUMBER	NAME	CR	SHIP TO	DATE	CUST-PO	OUR-PO	TOTAL	AVE-%	MKT-%	M	P	WBY
1	1900729	1.000	CASH SALE			32097		0						1
1	1900730	1.000	CASH SALE			32197		0	8.25	43.3	38.1	M-		1
1	1900731	1.000	CASH SALE			32197		0	8.25	43.3	38.1	M-		1
1	1900732	1.000	CASH SALE			32197		0	8.25	43.3	38.1	M-		1
1	2900777	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	99.40			M-		1
1	2900778	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	9.94			M-		1
1	7000003	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	128.00	22.3	22.3			1
1	7000004	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	128.00	22.3	22.3			1
1	7000005	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	2.85			M-		1
1	7000006	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	2.85			M-		1
1	7000007	500.000	STORE 2 TRANSFER ACCOUNT			32697		0	2.85			M-		1
1	7000008	500.001	STORE 2 TRANSFER			32697		0	135.10		5.3	M-		1
1	7000009	500.001	STORE 2 TRANSFER			32697		0	13.51		5.3	M-		1
1	7000010	500.001	STORE 2 TRANSFER			32697		0	29.87-		4.8	M-		1
1	7000011	500.001	STORE 2 TRANSFER			32797		0	99.40			M-		1
2	7200000	500.010	STORE 1 TRANSFER			32697		0	128.00			M-		2
2	7200001	500.010	STORE 1 TRANSFER			32697		0	28.50			M-		2
2	7200002	500.010	STORE 1 TRANSFER			33197		11115	1137.00			M-		2
2	7200003	500.010	STORE 1 TRANSFER			33197		1111500	1137.06					2
2	7200004	500.010	STORE 1 TRANSFER			33197		0	378.00			M-		2
1	2900758	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31197		0	42.84	4.7	4.7	M-		1
1	2900765	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31397		0	994.88	5.0	5.0	M-		1
1	2900770	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997		0	1589.70	4.9	4.9	M-		3
1	2900771	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	31997		0	1098.30	5.0	5.0	M-		2
1	2900775	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32597		0	31.40	4.7	4.7	M-		1
1	2900776	1000.000	ACME CONSTRUCTION		1313 DOVER ST.	32597		0	31.40	4.7	4.7	M-		1
1	2900772	1000.001	ACME CONSTRUCTION			32097		0	39.42	23.2	23.2	M-		1
1	2900773	1000.001	ACME CONSTRUCTION			32097		0	69.01	25.2	25.2			1
1	2900754	1000.003	ACME CONSTRUCTION			31197		0	42.84	4.7	4.7	M-		1
1	2900755	1000.003	ACME CONSTRUCTION			31197		0	4.28	4.7	4.7	M-		1
1	2900756	1000.003	ACME CONSTRUCTION			31197		0	4.28	4.7	4.7	M-		1
1	2900757	1000.003	ACME CONSTRUCTION			31197		0	4.28	4.7	4.7	M-		1
1	2900759	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31197		1110800	997.55	16.8	26.2			1
1	2900760	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31297		1110900	105.00	40.0	50.0			1
1	2900761	1000.003	ACME CONSTRUCTION		123 MAPLE STREET	31297		1110900	105.00	40.0	50.0			1
1	2900789	1300.000	JOHN MADDEN		FIND OUT WHERE THE	32897		0	690.41	30.3	30.0	M	+	2
1	2900791	1300.000	JOHN MADDEN		FIND OUT WHERE THE	33197		0	371.62	24.2	23.3			2
1	2900743	2000.000	BEST BUILT HOMES			30597	1	0	236.62	49.3	49.0	M	+	1
1	2900744	2000.000	BEST BUILT HOMES			30597	1	0	52.49	40.3	39.1	M	+	1
1	2900745	2000.000	BEST BUILT HOMES			30597	1	0	45.40	24.4	47.5	M	+	1
1	2900746	2000.000	BEST BUILT HOMES			30597	1	0	45.40	24.4	47.5	M	+	1
1	2900747	2000.000	BEST BUILT HOMES			30597	1	0	45.40	24.4	47.5	M	+	1
1	2900748	2000.000	BEST BUILT HOMES			30597	1	0	209.97	31.5	43.0	M	+	1
1	2900749	2000.000	BEST BUILT HOMES			30597	1	0	209.97	31.5	43.0	M	+	1
1	2900750	2000.000	BEST BUILT HOMES			30597	1	0	209.97	31.5	43.0	M	+	1
1	2900751	2000.000	BEST BUILT HOMES		SHIP TO ADDRESS 1	30597	1	0	209.97	31.5	43.0	M	+	1
1	2900752	2000.000	BEST BUILT HOMES		SHIP TO ADDRESS 1	30597	1	0	209.97	31.5	43.0	M	+	1
1	2900769	2000.000	BEST BUILT HOMES			31797		0	39.42-	4.9-	6.7-	M-		5
1	2900753	2500.000	CARSON CONTRACTING/CARL			31097		0	46.69	28.9	51.7	M	+	1
1	2900764	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31297	123	123	1452.76	26.7	26.4	M	+	2
1	2900766	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		0	4.77	47.7	47.7			1
1	2900767	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		0	4.77	47.7	47.7			1
1	2900768	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	31397		0	7.97	68.7	68.7	M	+	1
1	2900774	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32097		0						1
1	2900783	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		0	67.95	37.6	37.6	M	+	1
1	2900784	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		0	67.95	37.6	37.6	M	+	1
1	2900785	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		0	67.95	37.6	37.6	M	+	1
1	2900786	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		0	67.95	37.6	37.6	M	+	1
1	2900787	2500.000	CARSON CONTRACTING/CARL		123 VEGAS BLVD.	32897		0	67.95	37.6	37.6	M	+	1
1	2900781	3030.000	FISHER'S QUICK & EASY			32897		0	61.52	49.7	49.7	M	+	1
1	2900782	3030.000	FISHER'S QUICK & EASY			32897		0	61.52-	49.7	49.7	M	+	1
1	2900762	5000.000	EVERETT COMPANY			31297		0	70.00	28.6	28.6	M	+	1
1	2900763	5000.000	EVERETT COMPANY			31297		0	70.00-	28.6	28.6	M	+	1
1	2900779	5000.000	EVERETT COMPANY			32897		0	57.90	49.7	49.7	M	+	1
1	2900780	5000.000	EVERETT COMPANY			32897		0	57.90-	49.7	49.7	M	+	1
1	2900788	10000.000	1ST TEST CUSTOMER			32897		0	433.38	38.2	38.2	M	+	1
1	2900790	10000.000	1ST TEST CUSTOMER			33197		0	190.91	26.3	25.3	M	+	1
							TOTAL		13564.29	15.2	17.2			

etc.

4. Invoice/Order Register

This report shows a summary register (one line per transaction) showing either order numbers with corresponding invoice numbers or invoice numbers with corresponding order numbers. It also shows invoice date, customer number and name, sale subtotal, average margin with GP% (optional), and market margin with GP% (optional).

This information comes from the Sales History File (SH0.D).



Special and Unique Input Parameters

Report Order
1) Order Number
2) Invoice Number

Enter **1** to print in order number order or **2** to print in invoice number order.

Print (A)verage, (M)arket, (B)oth

Enter **A** to print average cost with GP%, **M** to print market cost with GP%, or **B** to print both.

SAMPLE INVOICE/ORDER REGISTER
By Order Number

```
mm/dd/yy          STORE ALL          ORDER/INVOICE TRANSACTION REGISTER          ABC LUMBER COMPANY                    DS04248
14:53:23                                                                                                           PAGE 0001

STR    ORDER# INVOICE#  INVOICE   CUSTOMER      NAME                          SALE     AVERAGE     GP%      MARKET     GP%     WB
                          DATE                                              SUBTOTAL     MARGIN              MARGIN

  1   4120106  1110106 10/28/97   3000.000  CLASSY DOORS & WINDOWS12345678   643.70      192.10   29.84 %    192.10   29.84 %    4
  1 * 4120111  2120309 10/29/97   6000.000  FLOWER SHOPPE                     49.20       61.85  125.71 %     10.80   21.95 %    1
  1   4120112  2120310 10/29/97   2000.000  BEST BUILT HOMES                  28.70        3.80   13.24 %      3.80   13.24 %    1
  1   4120113  2120312 11/04/97   1234.000  LAKE STATES TEST                 274.68       14.93-   5.44-%                  %    1
  1 * 4120115  2120313 11/04/97   3030.000  FISHER'S QUICK & EASY            551.58       22.13    4.01 %     46.70-   8.47-%    1
  1   4120116  2120314 11/04/97  77777.000  Galloway, Jayne                  293.52       74.29   25.31 %     75.29   25.65 %    2
  1 * 4120118  2120315 11/18/97   3000.001  CLASSY DOORS & WINDOWS            41.28        2.88    6.98 %      2.88    6.98 %    1
  1   4120119  2120316 11/18/97   1234.000  LAKE STATES TEST                 226.10       78.20   34.59 %     88.90   39.32 %    1
  1   4120120  2120317 11/18/97   1234.000  LAKE STATES TEST                 226.10       78.20   34.59 %     88.90   39.32 %    1
  1 * 4120126  2120320 12/12/97   1000.004  ACME CONSTRUCTION                 32.80        7.91   24.12 %      7.91   24.12 %    1
  1 * 4120128  2120330 01/06/98   1000.001  ACME CONSTRUCTION------------X    97.40       43.10   44.25 %     53.80   55.24 %    1
  1 * 4120145  7100014 03/16/98   3030.000  FISHER'S QUICK & EASY             10.00        5.00   50.00 %      5.00   50.00 %    1
  1 * 4120154  1110168 05/08/98      1.000  CASH SALE                       3749.74     1175.96   31.36 %   1175.96   31.36 %    1
  1   4120155  2120353 05/08/98   3030.000  FISHER'S QUICK & EASY            632.02      148.74   23.53 %    148.74   23.53 %    1
  1 * 4120157  1110169 05/26/98      1.000  CASH SALE                       4050.00     1110.00   27.41 %   2180.00   53.83 %    1
  1   4120158  2120357 05/26/98   1000.000  ACME CONSTRUCTION                618.67      386.33   62.45 %    386.33   62.45 %    1
  1 * 4120162  1110179 06/19/98      1.000  CASH SALE                         33.80       27.40-  81.07-%     27.40-  81.07-%    1
  1   4120163  1110180 06/19/98      1.000  CASH SALE                         56.70       27.30   48.15 %     38.00   67.02 %    1
  1 * 4120166  1110191 08/27/98      1.000  CASH SALE                        763.20      763.20  100.00 %    757.80   99.29 %    1
  1   4120167  2120365 08/28/98   5011.000  CONSTRUCTION ADVISORS            988.65      216.16   21.86 %    981.42   99.27 %    1

                                          REPORT TOTAL                     13367.84     4354.82   32.58 %   6123.53   45.81 %
```

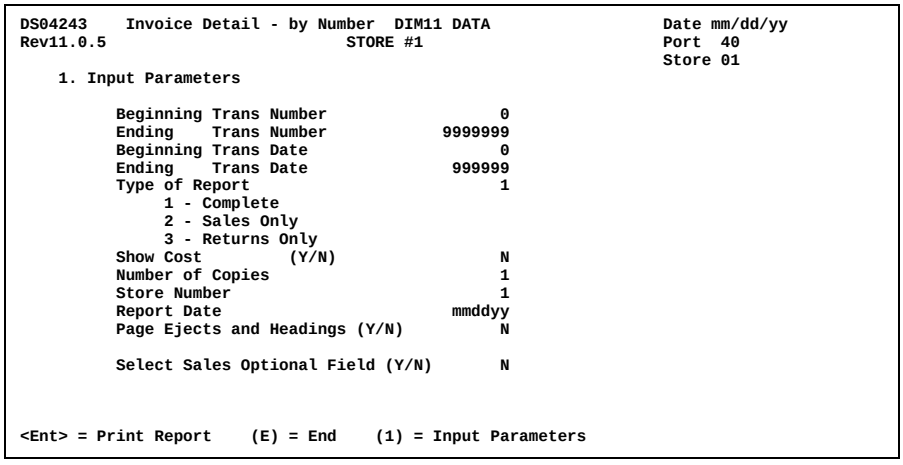
By Invoice Number

```
mm/dd/yy          STORE ALL          ORDER/INVOICE TRANSACTION REGISTER          ABC LUMBER COMPANY                    DS04248
15:05:06                                                                                                           PAGE 0001

STR  INVOICE#    ORDER#  INVOICE   CUSTOMER      NAME                          SALE     AVERAGE     GP%      MARKET     GP%     WB
                          DATE                                              SUBTOTAL     MARGIN              MARGIN

  1   1110106  4120106 10/28/97   3000.000  CLASSY DOORS & WINDOWS12345678   643.70      192.10   29.84 %    192.10   29.84 %    4
  1 * 1110112          10/29/97   6000.000  FLOWER SHOPPE                                                 %                  %    1
  1 * 1110123          12/10/97   1000.004  ACME CONSTRUCTION                                             %                  %    1
  1 * 1110155          03/26/98      1.000  CASH SALE                         10.00        5.00   50.00 %      5.00   50.00 %    1
  1   1110156          03/26/98      1.000  CASH SALE                         10.00        5.00   50.00 %      5.00   50.00 %    1
  1   1110157          03/26/98      1.000  CASH SALE                         10.00        5.00   50.00 %      5.00   50.00 %    1
  1   1110158          04/08/98      1.000  CASH SALE                         33.80        8.50   25.15 %      8.50   25.15 %    1
  1   1110159          04/08/98      1.000  CASH SALE                         33.80        8.50   25.15 %      8.50   25.15 %    1
  1   1110160          04/08/98      1.000  CASH SALE                         33.80        8.50   25.15 %      8.50   25.15 %    1
  1   1110161          04/13/98      1.000  CASH SALE                         56.70       16.70   29.45 %     16.70   29.45 %    1
  1   1110162          04/28/98      1.000  CASH SALE                                                     %                  %    1
  1   1110163          05/01/98      1.000  CASH SALE                         33.80       10.60   31.36 %     10.60   31.36 %    1
  1   1110164          05/01/98      1.000  CASH SALE                          3.38        1.06   31.36 %      1.06   31.36 %    1
  1   1110165          05/01/98      1.000  CASH SALE                          3.38        1.06   31.36 %      1.06   31.36 %    1
  1   1110166          05/01/98      1.000  CASH SALE                        436.00      142.00   32.57 %    249.00   57.11 %    1
  1   1110167          05/01/98      1.000  CASH SALE                        135.20       42.40   31.36 %     42.40   31.36 %    1
  1   1110168  4120154 05/08/98      1.000  CASH SALE                       3749.74     1175.96   31.36 %   1175.96   31.36 %    1
  1   1110169  4120157 05/26/98      1.000  CASH SALE                       4050.00     1110.00   27.41 %   2180.00   53.83 %    1
  1   1110170          05/27/98      1.000  CASH SALE                         50.00       45.00   90.00 %     45.00   90.00 %    1
  1   1110171          05/29/98      1.000  CASH SALE                         48.40       14.70   30.37 %     14.70   30.37 %    1
  1   1110172          05/29/98      1.000  CASH SALE                          4.84        1.47   30.37 %      1.47   30.37 %    1
  1   1110173          06/02/98      1.000  CASH SALE                         22.90        5.40   23.58 %      5.40   23.58 %
1

etc.
```

5. Invoice Detail – Number

This report shows sales and return information including all header and line item detail for each transaction printed in transaction number order. The report include the following header information: transaction number, transaction type (cash invoice, charge invoice, etc.), customer number and name, Y if the credit was released, date and time, store number (S), port number (P), assigned salesman (A), written by salesman (W), customer class (C), price level (P), terms code (T), expected gross margin indicator ("+" if over, "-" if under), miscellaneous comments, customer P.O. number, your P.O. number, delivery date, ship to address, the transaction number from which this transaction originated, and bid number. The line item detail includes the line number, quantity, description, item number, units, price, unit description, discount (if any), and sell extension plus average and market cost (if selected), average and market percent (if selected). The report also shows how the transaction was paid and the subtotal, addons (if any), tax, and total amount of each transaction.

This information comes from the Sales History File (SH0.D).



```
DS04243    Invoice Detail - by Number  DIM11 DATA                Date mm/dd/yy
Rev11.0.5                        STORE #1                       Port  40
                                                                Store 01

    1. Input Parameters

          Beginning Trans Number                  0
          Ending    Trans Number            9999999
          Beginning Trans Date                    0
          Ending    Trans Date               999999
          Type of Report                          1
               1 - Complete
               2 - Sales Only
               3 - Returns Only
          Show Cost         (Y/N)                 N
          Number of Copies                        1
          Store Number                            1
          Report Date                        mmddyy
          Page Ejects and Headings (Y/N)          N

          Select Sales Optional Field (Y/N)       N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Type of Report
1 - Complete
2 - Sales Only
3 - Returns Only

Enter **1** to print sales and returns, **2** to print sales only, or **3** to print returns only.

Show Cost (Y/N)

Enter **Y** if you wish to print the average and market costs and percents for each line or **N** to leave them off the report.

Page Ejects and Headings (Y/N)

Enter **Y** if you wish to eject a new page and print a heading on every new page. Or enter **N** if you wish to print continuously, going over the perforations on the paper. Usually when printing detail reports, it is not necessary to print a new heading on every page. Taking this option will save paper and time.

SAMPLE INVOICE DETAIL - NUMBER

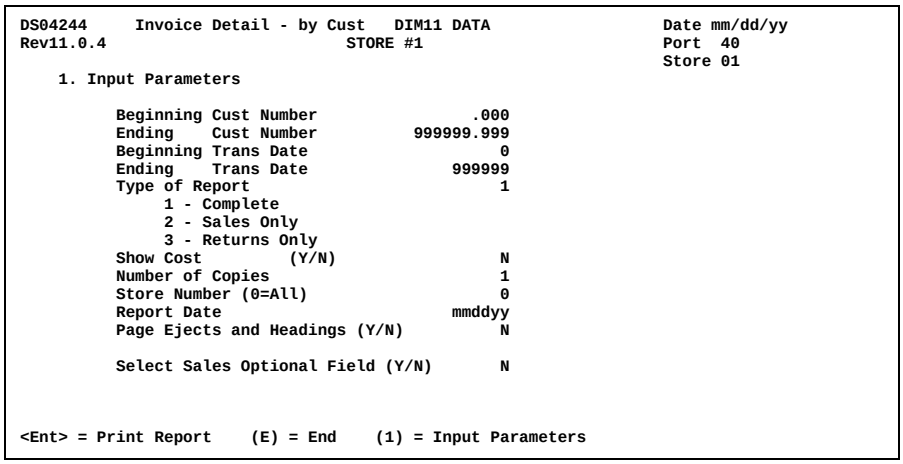
```
10/20/97   STORE 01   INVOICE DETAIL BY NUMBER        DIM11 DATA                 STORE #1                              DS04243
14:15:16                                              03/01/97 THRU 03/31/97                                           PAGE 0001


 1900729 CASH INVOICE      1.000  CASH SALE                    03/20/97 16:59 S-1  P101 A-1  W-1  C-1  P-1   T-90
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                        FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %     SELL EXT

                                                  SUBTOTAL                                  .00
                                                  STATE SALES TAX                           .00
                                                  TOTAL                                     .00



 1900730 CASH INVOICE      1.000  CASH SALE                    03/21/97 14:03 S-1  P190 A-1  W-1  C-1  P-1   T-90  M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                        FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %     SELL EXT
  1     2.00 INLINE MODULAR COUPLER          74160003A      2.00      1.89  EA             3.78
  2     2.00 SURFACE MOUNT MODULAR JACK      74160001A      2.00      1.99  EA             3.98

            PAID BY: VISA       8.25
                                                  SUBTOTAL                                 7.76
                                                  STATE SALES TAX                           .49
                                                  TOTAL                                    8.25



 1900731 CASH INVOICE      1.000  CASH SALE                    03/21/97 14:05 S-1  P-11 A-1  W-1  C-1  P-1   T-90  M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                        FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %     SELL EXT
  1     2.00 INLINE MODULAR COUPLER          74160003A      2.00      1.89  EA             3.78
  2     2.00 SURFACE MOUNT MODULAR JACK      74160001A      2.00      1.99  EA             3.98

            PAID BY: CASH       8.25
                                                  SUBTOTAL                                 7.76
                                                  STATE SALES TAX                           .49
                                                  TOTAL                                    8.25



 1900732 CASH INVOICE      1.000  CASH SALE                    03/21/97 14:07 S-1  P-11 A-1  W-1  C-1  P-1   T-90  M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                        FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %     SELL EXT
  1     2.00 INLINE MODULAR COUPLER          74160003A      2.00      1.89  EA             3.78
  2     2.00 SURFACE MOUNT MODULAR JACK      74160001A      2.00      1.99  EA             3.98

            PAID BY: VISA       8.25
                                                  SUBTOTAL                                 7.76
                                                  STATE SALES TAX                           .49
                                                  TOTAL                                    8.25



 2900743 INVOICE        2000.000  BEST BUILT HOMES              03/05/97 10:33 S-1  P-4  A-1  W-1  C-2  P-2   T-2   M +
          MISC:                    CUST PO: 1             OUR PO:       0   DEL DATE: 00/00/00

                                                                        FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %     SELL EXT
  1    10.00 HWI ITEM #3                     94000003A     10.00      4.94  EA            49.40
  2     5.00 12X18 VENT,SNW GBL              97000009       5.00      6.79  EA            33.95
  3    15.00 3/8IN.DIA.16IN.SPADE BIT        77000175A     15.00      9.29  EA           139.35

                                4.45 DISCOUNT
                                                  SUBTOTAL                                222.70
                                                  STATE SALES TAX                          13.92
                                                  TOTAL                                   236.62



 2900744 INVOICE        2000.000  BEST BUILT HOMES              03/05/97 10:35 S-1  P-4  A-1  W-1  C-2  P-2   T-2   M +
          MISC:                    CUST PO: 1             OUR PO:       0   DEL DATE: 00/00/00

                                                                        FROM:          BID:

 LN   QTY       DESCRIPTION                    ITEM #   UNITS        PRICE       %     SELL EXT
  1    10.00 HWI ITEM #3                     94000003A     10.00      4.94  EA            49.40

                                0.99 DISCOUNT
                                                  SUBTOTAL                                 49.40
                                                  STATE SALES TAX                           3.09
                                                  TOTAL                                    52.49
```

etc.

6. Invoice Detail – Customer

This report shows sales and returns information including all header and line item detail for each transaction printed in customer number order. It shows the same information as the Invoice Detail - Number.

This information comes from the Sales History File (SH0.D).



```
DS04244     Invoice Detail - by Cust   DIM11 DATA                Date mm/dd/yy
Rev11.0.4                        STORE #1                        Port  40
                                                                 Store 01

    1. Input Parameters

          Beginning Cust Number                .000
          Ending    Cust Number          999999.999
          Beginning Trans Date                   0
          Ending    Trans Date              999999
          Type of Report                         1
               1 - Complete
               2 - Sales Only
               3 - Returns Only
          Show Cost         (Y/N)                N
          Number of Copies                       1
          Store Number (0=All)                   0
          Report Date                        mmddyy
          Page Ejects and Headings (Y/N)         N

          Select Sales Optional Field (Y/N)      N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Type of Report
1 - Complete
2 - Sales Only
3 - Returns Only

Enter **1** to print sales and returns, **2** to print sales only, or **3** to print returns only.

Show Cost (Y/N)

Enter **Y** if you wish to print the average and market costs and percents for each line or **N** to leave them off the report.

Page Ejects and Headings (Y/N)

Enter **Y** if you wish to eject a new page and print a heading on every new page. Or enter **N** if you wish to print continuously, going over the perforations on the paper. Usually when printing detail reports, it is not necessary to print a new heading on every page. Taking this option will save paper and time.

SAMPLE INVOICE DETAIL - CUSTOMER

```
mm/dd/yy   STORE ALL   INVOICE DETAIL BY CUSTOMER    DIM11 DATA                STORE #1                              DS04244
14:24:32                                            03/01/97 THRU 03/31/97                                      PAGE 0001


 1900729 CASH INVOICE      1.000  CASH SALE                    03/20/97 16:59 S-1  P101 A-1  W-1  C-1  P-1   T-90
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

  LN      QTY     DESCRIPTION                  ITEM #      UNITS    PRICE       %     SELL EXT

                                                  SUBTOTAL                                .00
                                                  STATE SALES TAX                         .00
                                                  TOTAL                                   .00


 1900730 CASH INVOICE      1.000  CASH SALE                    03/21/97 14:03 S-1  P190 A-1  W-1  C-1  P-1   T-90  M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

  LN      QTY     DESCRIPTION                  ITEM #      UNITS    PRICE       %     SELL EXT
   1     2.00 INLINE MODULAR COUPLER          74160003A     2.00     1.89  EA             3.78
   2     2.00 SURFACE MOUNT MODULAR JACK      74160001A     2.00     1.99  EA             3.98

            PAID BY: VISA       8.25
                                                  SUBTOTAL                               7.76
                                                  STATE SALES TAX                         .49
                                                  TOTAL                                  8.25


 1900731 CASH INVOICE      1.000  CASH SALE                    03/21/97 14:05 S-1  P-11 A-1  W-1  C-1  P-1   T-90  M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

  LN      QTY     DESCRIPTION                  ITEM #      UNITS    PRICE       %     SELL EXT
   1     2.00 INLINE MODULAR COUPLER          74160003A     2.00     1.89  EA             3.78
   2     2.00 SURFACE MOUNT MODULAR JACK      74160001A     2.00     1.99  EA             3.98

            PAID BY: CASH       8.25
                                                  SUBTOTAL                               7.76
                                                  STATE SALES TAX                         .49
                                                  TOTAL                                  8.25


 1900732 CASH INVOICE      1.000  CASH SALE                    03/21/97 14:07 S-1  P-11 A-1  W-1  C-1  P-1   T-90  M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

  LN      QTY     DESCRIPTION                  ITEM #      UNITS    PRICE       %     SELL EXT
   1     2.00 INLINE MODULAR COUPLER          74160003A     2.00     1.89  EA             3.78
   2     2.00 SURFACE MOUNT MODULAR JACK      74160001A     2.00     1.99  EA             3.98

            PAID BY: VISA       8.25
                                                  SUBTOTAL                               7.76
                                                  STATE SALES TAX                         .49
                                                  TOTAL                                  8.25


 2900777 TRANSFER        500.000  STORE 2 TRANSFER ACCOUNT       03/26/97 10:13 S-1  P101 A-1  W-1  C-1  P-43  T-1   M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

  LN      QTY     DESCRIPTION                  ITEM #      UNITS    PRICE       %     SELL EXT
   1    10.00 1/2-4X8 CDX 32/16               20103015M    10.00     9.94  EA            99.40

             TRANS TO STORE: 1   0.99 DISCOUNT
                                                  SUBTOTAL                              99.40
                                                  RESALE                                  .00
                                                  TOTAL                                 99.40


 2900778 TRANSFER        500.000  STORE 2 TRANSFER ACCOUNT       03/26/97 10:34 S-1  P-12 A-1  W-1  C-1  P-43  T-1   M-
          MISC:                    CUST PO:               OUR PO:       0   DEL DATE: 00/00/00

                                                                 FROM:          BID:

  LN      QTY     DESCRIPTION                  ITEM #      UNITS    PRICE       %     SELL EXT
   1     1.00 1/2-4X8 CDX 32/16               20103015M     1.00     9.94  EA             9.94

             TRANS TO STORE: 1   0.10 DISCOUNT
                                                  SUBTOTAL                               9.94
                                                  RESALE                                  .00
                                                  TOTAL                                  9.94
etc.
```

7. Reprint Transaction

This option is not a report but a process where you can a transaction if needed.

BEFORE YOU BEGIN:
The manager needs the proper reprint code in order to reprint a ticket.

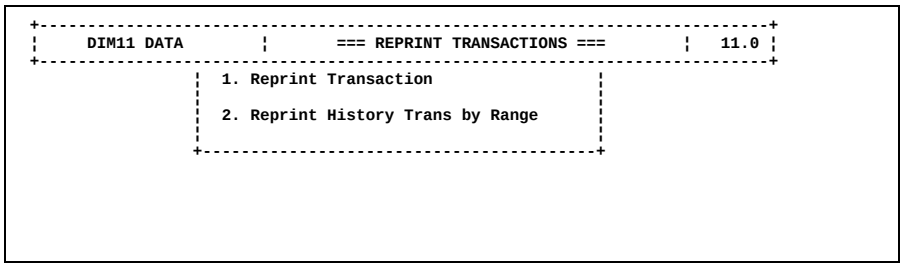
You also need the transaction number. If you don't know the transaction number, print a Transaction Register if the transaction has not been through a day end update process or an Invoice Register if it has been updated.

PROCEDURE:

See Also

1 From the **Invoice History Menu**, select **7** for **Reprint Transaction.**

2 The computer displays another menu:



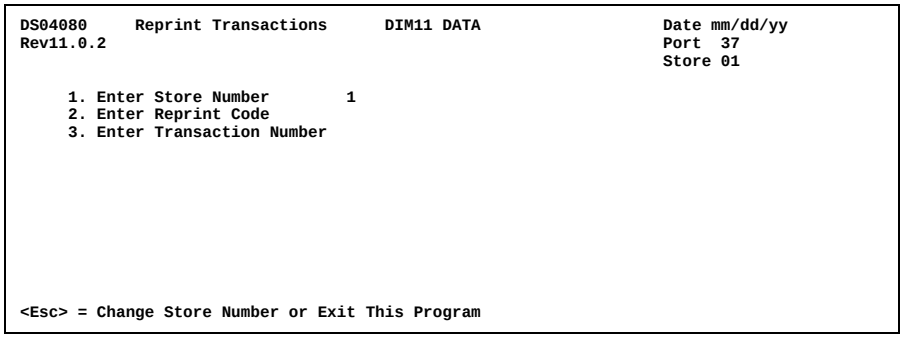
You have the following options:

1. Reprint Transaction — Allows you to reprint a single transaction (invoice, return, transfer, cash in/out). You cannot reprint quotes, temp quote, or orders with this procedure. See Steps 3-6.

2. Reprint History Trans by Range — Allows you to reprint transactions by range. This program reprints transactions found in the Sales History File (SH0.D) only, not current transactions in the Sales Master File (SM0.D). See Steps 7-12.

Steps 3-6 describe option 1, Reprint Transaction.

3 After you select **1** for **Reprint Transaction**, the computer displays:


DS04080 Reprint Transactions DIM11 DATA Date mm/dd/yy
Rev11.0.2 Port 37
Store 01
1. Enter Store Number 1
2. Enter Reprint Code
3. Enter Transaction Number
<Esc> = Change Store Number or Exit This Program

The cursor is positioned at **2. Enter Reprint Code**. You have the following options:

- Press **Esc** to back up to **1. Enter Store Number** to change the displayed store number or exit the program.
- Enter the reprint code (1 character). It will not be displayed after you enter it. If you enter an incorrect code, the computer displays:

```
Sorry, You Do Not Have Authority to Reprint Tickets
```

Press **Enter** to acknowledge this message. Refer to the system manager for the proper code.

4 If you entered a valid reprint code, the computer asks: **3. Enter Transaction Number.** Enter the transaction number (invoice, return, transfer, or cash in/out) you wish to reprint. The computer searches the Sales Master File (SM0.D) first. If the transaction is not in SM0.D, the computer searches the Sales History File (SH0.D).

> ☞ **NOTE:** If you do not enter a valid transaction number, the computer gives you an error message and explanation such as:
>
> **This Transaction Does Not Exist For This Store**
>
> Or:
>
> **Only Invoices, Returns, Transfers, or Cash In/Outs Can Be Reprinted. This Transaction is an Order.**
>
> Press **Enter** to acknowledge the message and try again.

5 The computer displays information for the selected transaction. For example:

```
DS04080     Reprint Transactions      DIM11 DATA                  Date mm/dd/yy
Rev11.0.2                                                         Port  40
                                                                  Store 01

     1. Enter Store Number        1
     2. Enter Reprint Code
     3. Enter Transaction Number 2100893


                1070.000  CHRISTENSEN/DAVID              Balance:      127.50
                          7375 SOUTH LUANA CIRCLE
                          NORWALK, CT                    From Sales History

                          84115        485-1187          Invoice

                          Signature:




<Ent>=Print   <Esc>=Ignore   14=Yes/No Extension   P=Alternate Printer
```

You have the following options:

<Ent>=Print	Prints the displayed ticket using the default print program as set up for normal POS. An "R" will be printed in the heading portion of the ticket to indicate it is a reprinted transaction.
<Esc>=Ignore	Returns to Step 3 to select another transaction and not print the displayed one.
14=Yes/No Extensions	Toggles the **Yes/No Extensions** option as in normal POS.

Select Transaction

Accept/Print Ticket

P=Alternate Printer — Allows you to print the selected transaction on an alternate printer if the default printer is busy. The procedure for printing to an alternate printer is the same as in normal POS.

6 You are returned to Step 4 to enter another transaction to reprint or exit this program.

Steps 7-12 describe option 2, Reprint History Trans By Range.

7 After you select **2** for **Reprint History Trans By Range**, the computer displays:

```
DS04080B   Reprint SHO.D Trans by Range  DIM11 DATA              Date mm/dd/yy
Rev10.0.2                                                       Port  37
                                                                Store 01

     1. Store Number (0=All)                      0
        Reprint Code

     2. Beginning Date                            0
        Ending    Date                       999999
        Beginning Customer                   100.000
        Ending    Customer                999999.999
        Beginning Transaction                    0
        Ending    Transaction               9999999
        Sort in Zip Code Order (Y/N)             Y
        Print Extensions       (Y/N)             Y




<Esc> = Back to Store Number or Exit
```

The cursor is positioned at **2. Enter Reprint Code**. You have the following options:

- Press **Esc** to back up to **1. Enter Store Number(0=All)** to change the displayed store number or exit the program.

> ☞ **NOTE:** If you change the store number to **0** for all stores and if there are different reprint codes for each store, the system uses the reprint code from the port store.

- Enter the reprint code (1 character). It will not be displayed as you enter it. If you enter an incorrect code, the computer displays:

```
Sorry, You Do Not Have Authority to Reprint Tickets
```

Press **Enter** to acknowledge this message. Refer to the system manager for the proper code.

8 After you enter a valid reprint code, enter the following parameters:

2. Beginning Date — Enter the first date of the range of transactions you wish to reprint. Or press **Tab** to begin with the first transaction date found in the Sales History File (SH0.D).

Ending Date — Enter the last date of the range of transactions you wish to reprint. Or press **Tab** to use all remaining transaction dates.

Beginning Customer — Enter the first customer of the range you wish to reprint. Or press **Tab** to begin with the first customer number for the date parameters entered already.

Ending Customer — Enter the last customer of the range you wish to reprint. Or press **Tab** to use all remaining customers.

Beginning Transaction — Enter the first transaction number of the range you wish to reprint. Or press **Tab** to begin with the first transaction number for the date/customer parameters entered already.

Ending Transaction — Enter the last transaction number of the range you wish to reprint. Or press **Tab** to use all remaining transactions for the date/customer parameters entered already.

Sort in Zip Code Order (Y/N) — Enter **Y** if you wish to sort and print the selected transactions in zip code order, **N** if not.

Print Extensions (Y/N) — Enter **Y** if you wish to print the extensions for selected transactions, **N** if not.

9 The computer continues by displaying the following options:

```
(1)=Change Store  (2)=Parameters  (P)=Alt Printer  (E)=End  <Ent>=Reprint
```

Enter one of the following:

(1)=Change Store — Moves the cursor to **Store Number** and allows you to change it. Also requires you to enter the reprint code again. You can also change the input parameters again with this option.

(2)=Parameters — Moves the cursor to **Beginning Date** and allows you to change any of the parameters.

(P)=Alt Printer — Enter **P** if the parameters are correct and you wish to continue by printing the selected transaction(s) to an alternate printer. The computer displays the alternate printer options:

```
Please Select Printer (0=Slave, 1=Terminal, 2-999=Port No):      0
```

Enter **0** to print to a slave printer, **1** to print the terminal screen, or a port number of an alternate printer.

(E)=End — Enter **E** to end this procedure and return to the previous menu.

<Ent>=Reprint — Press **Enter** if the parameters are correct and you wish to continue by printing the selected transaction(s) to the default printer.

10 If you selected to sort by zip code, the computer sorts the customer file at this point.

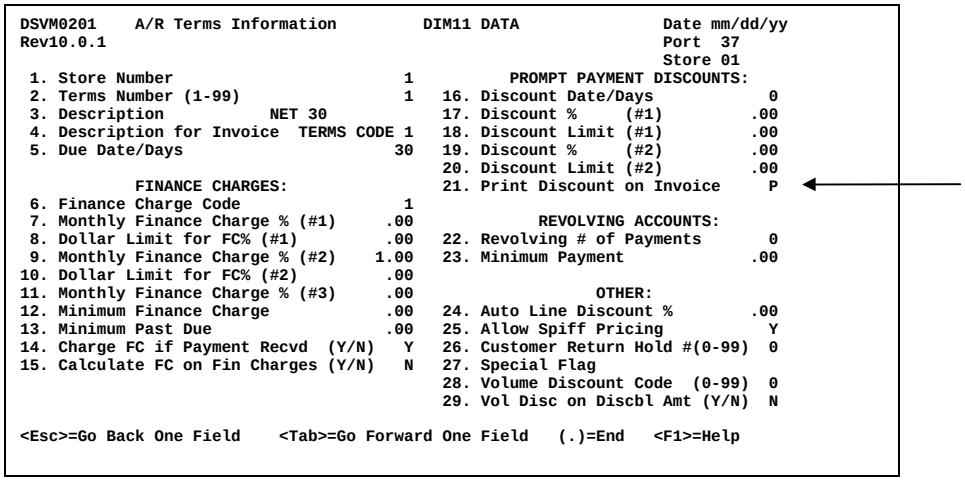
11 The computer prints the transaction to either the default printer or an alternate printer as selected above.

12 You are returned to **2. Beginning Date** to select another transaction or transactions to reprint. Or press **Esc** three times to end this procedure and return to the previous menu.

NOTES:

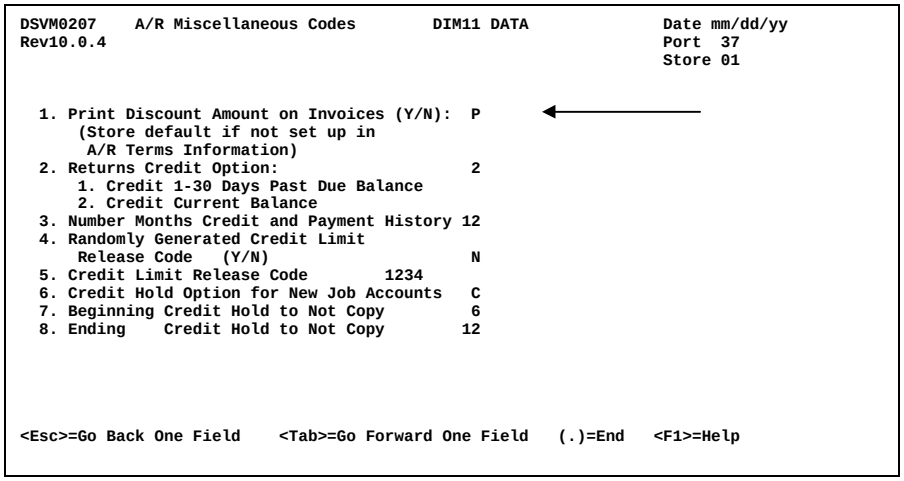
There is a Variable File setting that controls printing the available discount amount on reprinted transactions. Set up the option in A/R Variable File, Terms Information (DSVM0201) for each affected terms code and in Miscellaneous Codes (DSVM0201) for the store default as shown below:

Terms Information (DSVM0201)


DSVM0201 A/R Terms Information DIM11 DATA Date mm/dd/yy
Rev10.0.1 Port 37
Store 01
1. Store Number 1
2. Terms Number (1-99) 1
3. Description NET 30
4. Description for Invoice TERMS CODE 1
5. Due Date/Days 30
FINANCE CHARGES:
6. Finance Charge Code 1
7. Monthly Finance Charge % (#1) .00
8. Dollar Limit for FC% (#1) .00
9. Monthly Finance Charge % (#2) 1.00
10. Dollar Limit for FC% (#2) .00
11. Monthly Finance Charge % (#3) .00
12. Minimum Finance Charge .00
13. Minimum Past Due .00
14. Charge FC if Payment Recvd (Y/N) Y
15. Calculate FC on Fin Charges (Y/N) N
PROMPT PAYMENT DISCOUNTS:
16. Discount Date/Days 0
17. Discount % (#1) .00
18. Discount Limit (#1) .00
19. Discount % (#2) .00
20. Discount Limit (#2) .00
21. Print Discount on Invoice P
REVOLVING ACCOUNTS:
22. Revolving # of Payments 0
23. Minimum Payment .00
OTHER:
24. Auto Line Discount % .00
25. Allow Spiff Pricing Y
26. Customer Return Hold #(0-99) 0
27. Special Flag
28. Volume Discount Code (0-99) 0
29. Vol Disc on Discbl Amt (Y/N) N
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

Field 21. **Print Discount on Invoice = P** to print discount on all types of transactions (invoices, orders, returns, etc.), as well as reprinted transactions.

Miscellaneous Codes (DSVM0207)


DSVM0207 A/R Miscellaneous Codes DIM11 DATA Date mm/dd/yy
Rev10.0.4 Port 37
Store 01
1. Print Discount Amount on Invoices (Y/N): P
(Store default if not set up in
A/R Terms Information)
2. Returns Credit Option: 2
1. Credit 1-30 Days Past Due Balance
2. Credit Current Balance
3. Number Months Credit and Payment History 12
4. Randomly Generated Credit Limit
Release Code (Y/N) N
5. Credit Limit Release Code 1234
6. Credit Hold Option for New Job Accounts C
7. Beginning Credit Hold to Not Copy 6
8. Ending Credit Hold to Not Copy 12
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

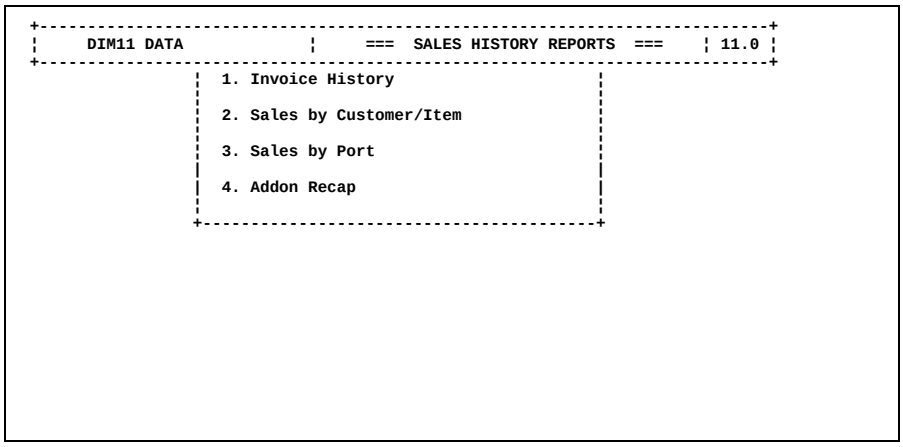
Field 1, **Print Discount on Invoices = P** to print discount on all types of transactions (invoices, orders, returns, etc.), as well as reprinted transactions. This is the store default if no entry is found in Terms Information.

The following print programs show the discount available when reprinting transactions using DS04080 (Reprint Transaction) and DS04080B (Reprint History Trans by Range):

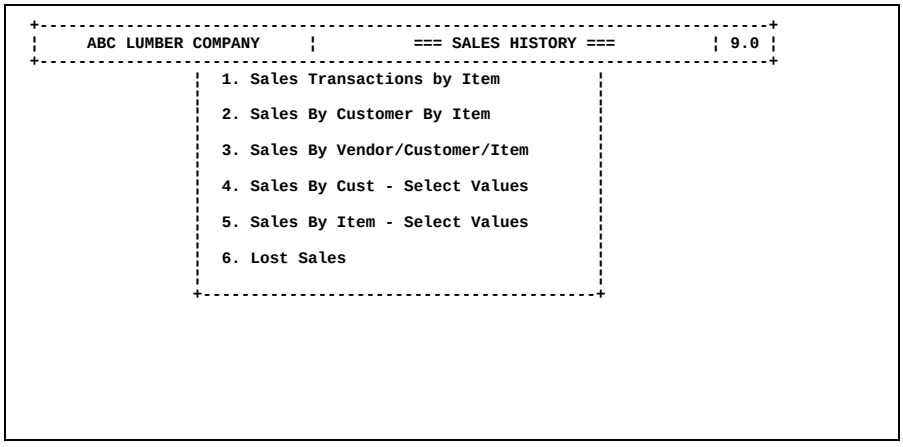
- DS04044C
- DS04044D
- DS04044EP
- DS04044I
- DS04044H
- DS04044L
- DS04054
- DS04054C
- DS04054H
- DS04054TL2
- DS04067
- DS04067H
- DS04014
- DS04014C
- DS04014R
- DS04058 (reprinting to terminal)
- DS04105C

Sales History
Sales by Customer/Item

This menu is displayed after selecting **3** for **Sales History** from the **Sales Reports Menu**:



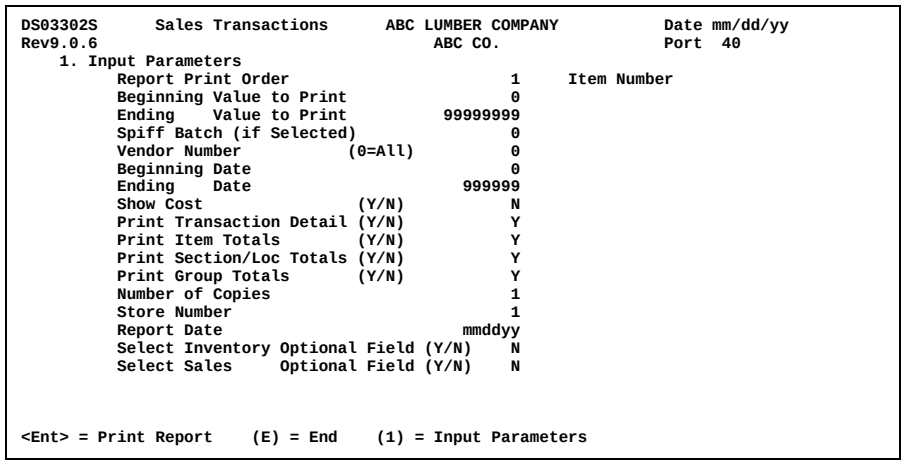
Then this menu is displayed after selecting **2** for **Sales By Customer/Item**:


ABC LUMBER COMPANY
=== SALES HISTORY ===
9.0
1. Sales Transactions by Item
2. Sales By Customer By Item
3. Sales By Vendor/Customer/Item
4. Sales By Cust - Select Values
5. Sales By Item - Select Values
6. Lost Sales

See the following six parts for descriptions of each report.

1. Sales Transactions by Item

This report includes a history of transactions (invoices, returns, orders, quotes, etc.) by inventory item. It uses data from the Sales History File (SH0.D) which is updated during the day end process. The report print the item number and description, transaction number, date, quantity, units, price, sell extension and the following costs if selected—average cost, average extension, average percent, and market cost, market extension, and market percent. This report can be printed for all or selected items, by all or by a selected vendor, and by all dates or by a specific date range.



```
DS03302S      Sales Transactions      ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.6                                   ABC CO.                Port  40
    1. Input Parameters
          Report Print Order                        1     Item Number
          Beginning Value to Print                  0
          Ending    Value to Print           99999999
          Spiff Batch (if Selected)                 0
          Vendor Number           (0=All)           0
          Beginning Date                            0
          Ending    Date                       999999
          Show Cost                (Y/N)            N
          Print Transaction Detail (Y/N)            Y
          Print Item Totals        (Y/N)            Y
          Print Section/Loc Totals (Y/N)            Y
          Print Group Totals       (Y/N)            Y
          Number of Copies                          1
          Store Number                              1
          Report Date                          mmddyy
          Select Inventory Optional Field (Y/N)     N
          Select Sales     Optional Field (Y/N)     N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Print Order

Towards the bottom of the screen, a list of options for the print order is displayed (**1-6**). Enter the order you wish to use.

Spiff Batch (If Selected)

If you selected to print in spiff batch order, enter the spiff number you wish to include on the report.

Vendor Number (0=All)

Enter the vendor number you wish to print for item selection. Only items with a matching vendor number will be printed. You can search for vendors by pressing the up arrow. The vendor name will be displayed for your verification.

Show Cost (Y/N)

Enter **Y** if you wish the report to show average cost and average cost percent as well as market cost and market cost percent. Or enter **N** to not show costs.

Print Transaction Detail (Y/N)

Enter **Y** if you wish to print the transaction detail for each item. Detail includes a line for each transaction on which this item appears showing transaction type and number, written by, transaction date, customer number, quantity and units, price, sell extension, and customer name. Or enter **N** to not include the detail but show a total number of transactions on which the item is found.

Print Item Totals (Y/N) — Enter **Y** if you wish to print totals for each item (number of transactions, number of units, sell extension). Or enter **N** if not.

Print Section/Loc Totals (Y/N) — Enter **Y** if you wish to print the section/location totals at the end of each section/location, **N** if not.

Print Group Totals (Y/N) — Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

Select Inventory Optional Field — This feature works the same as **Select Sales Optional Field** as explained in the introduction to Section 2, Sales Reports, except it allows you to select fields from the inventory files as well (IM1.D, IM2.D, and IM8.D).

SAMPLE SALES TRANSACTION BY ITEM

```
mm/dd/yy   Store 01   Sales Transactions By Item          ABC COMPANY                ABC CO.                          DS03302S
14:40:45                                                                                                          Page 0001
                                                  00/00/00 Thru 99/99/99

 Item No    Trans No  WBy   Date      Cust No     Qty      Units      Price       Sell Ext              Customer Name

01011121  2696WW           2X6-96 STUD WHITE WOOD          Type 1   CB 0
        INV  2900790    1 03/31/97  10000.000     10         80      566.00 MBF      45.28          1ST TEST CUSTOMER
        INV  2900791    2 03/31/97   1300.000     20        160      566.00 MBF      90.56          JOHN MADDEN
        INV  2900796    3 04/01/97   2500.000    200        200        4.53  EA     906.00          CARSON CONTRACTING/CARL
        INV  2900798    2 04/01/97  10000.000     50        400      566.00 MBF     226.40          1ST TEST CUSTOMER
     Item Totals:            4 Trans              280        840                    1268.24

Section TTL: 01-01 ZSOIDAJFOID              1 Items        840                    1268.24


01142400  24RLDFD          2X4-RL STD & BTR DOUG FIR DRY    Type 2   CB 3
        INV  2900816    1 06/17/97   1000.000   1000        667      708.00 MBF     472.24          ACME CONSTRUCTION
           13/ 8    20/10    25/12    18/14     9/16
        TFR  7000016    1 04/02/97    500.000     46         30.67   491.81 MBF      15.08          STORE 2 TRANSFER ACCOUNT
             2/ 8     3/10
    Item Totals:            2 Trans             1046        697.67                  487.32

1142408  2408DFD          2X4-08 STD & BTR DOUG FIR DRY    Type 1   CB 3
       INV  2900807    1 05/08/97   1000.000     10         10        2.77  EA      27.70          ACME CONSTRUCTION
       INV  2900808    1 05/13/97   3000.000     15         15        3.52  EA      52.80          CLASSY DOORS & WINDOWS
       INV  2900809    1 05/13/97   3000.000     10         10        3.52  EA      35.20          CLASSY DOORS & WINDOWS
       INV  2900810    1 05/13/97   3000.000     10         10        3.52  EA      35.20          CLASSY DOORS & WINDOWS
       INV  2900811    1 05/13/97   3000.000     10         10        3.52  EA      35.20          CLASSY DOORS & WINDOWS
       TFR  7000017    1 04/02/97    500.000     10         53.33   493.40 MBF      26.31          STORE 2 TRANSFER ACCOUNT
       TFR  7000019    1 04/02/97    500.001     10-        10-       2.63  EA      26.30-         STORE 2 TRANSFER
       TFR  7000021    1 04/02/97    500.000      2-         2-       2.63  EA       5.26-         STORE 2 TRANSFER ACCOUNT
    Item Totals:            8 Trans              53         96.33                  180.85

1142412  2412DFD          2X4-12 STD & BTR DOUG FIR DRY    Type 1   CB 3
       INV  2900748    1 03/05/97   2000.000     12         96      660.00 MBF      63.36          BEST BUILT HOMES
       INV  2900749    1 03/05/97   2000.000     12         96      660.00 MBF      63.36          BEST BUILT HOMES
       INV  2900750    1 03/05/97   2000.000     12         96      660.00 MBF      63.36          BEST BUILT HOMES
       INV  2900751    1 03/05/97   2000.000     12         96      660.00 MBF      63.36          BEST BUILT HOMES
       INV  2900752    1 03/05/97   2000.000     12         96      660.00 MBF      63.36          BEST BUILT HOMES
     Item Totals:            5 Trans              60        480                     316.80

Section TTL: 01-14 ********************      3 Items       1274                     984.97


01162600  26RLDFD          2X6-RL # 2 & BTR DOUG FIR DRY    Type 2   CB 3
        INV  2900796    3 04/01/97   2500.000     52         52      722.00 MBF      37.54          CARSON CONTRACTING/CARL
            1/ 8       10     1/12     2/16
        INV  2900808    1 05/13/97   3000.000    200        200      674.00 MBF     134.80          CLASSY DOORS & WINDOWS
           10/ 8    10/12
        INV  2900816    1 06/17/97   1000.000    500        500      722.00 MBF     361.00          ACME CONSTRUCTION
            2/ 8    11/12    22/16
     Item Totals:            3 Trans             752        752                     533.34

01162608  2608DFD          2X6-08 # 2 & BTR DOUG FIR DRY    Type 1   CB 3
        INV  1900776    1 07/11/97      1.000      1          1        5.78  EA       5.78          CASH SALE
        INV  2900789    2 03/28/97   1300.000     50        400      722.00 MBF     288.80          JOHN MADDEN
        INV  2900795    2 04/01/97   1300.000    100        800      722.00 MBF     577.60          JOHN MADDEN
     Item Totals:            3 Trans             151       1201                     872.18

01162610  2610DFD          2X6-10 # 2 & BTR DOUG FIR DRY    Type 1   CB 3
        INV  2900764    2 03/12/97   2500.000     10         10        7.22  EA      72.20          CARSON CONTRACTING/CARL
        INV  2900765    1 03/13/97   1000.000     50         50        5.31  EA     265.50          ACME CONSTRUCTION
        INV  2900789    2 03/28/97   1300.000     50        500      722.00 MBF     361.00          JOHN MADDEN
        INV  2900795    2 04/01/97   1300.000     50        500      722.00 MBF     361.00          JOHN MADDEN
     Item Totals:            4 Trans             160       1060                    1059.70


etc.
```

2. Sales By Customer By Item

This report includes a history of each customer and what items they bought. This report also uses data from the Sales History File (SH0.D). The report prints the customer number and name, store number, item number, catalog number, description, number of transactions where this item was found, quantity, units, and sell extension.

```
DS03302C    Sales By Customer/Item   ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.4                                                        Port  40
    1. Input Parameters
          Print  1)Numerically  2)Alphabetically    1
          Beginning Customer                    .000
          Ending    Customer                999999.999
          Beginning Item                          0
          Ending    Item                    99999999
          Beginning Date          (MMDDYY)        0
          Ending    Date          (MMDDYY)   999999
          Vendor Number           (0=All)         0
          Show Cost                 (Y/N)         N
          Total Type 2 Items        (Y/N)         N
          Summarize Customer Jobs   (Y/N)         N
          Print Transaction Detail  (Y/N)         N
          Print Item    Totals      (Y/N)         Y
          Print Section Totals      (Y/N)         N
          Print Group   Totals      (Y/N)         N
          Number of Copies                        1
          Store Number            (0=All)         1
          Report Date                         mmddyy
          Select Customer Optional Field (Y/N)    N
          Select Sales    Optional Field (Y/N)    N
<Ent>=Print Report   (E)=End   (1)=Input Parameters
```

Special and Unique Input Parameters

Vendor Number (0=All) — Enter the vendor number you wish to print for item selection. Only items with a matching vendor number will be printed. You can search for vendors by pressing the up arrow. The vendor name will be displayed for your verification.

Show Cost (Y/N) — Enter **Y** if you wish the report to show average cost and average cost percent as well as market cost and market cost percent. Or enter **N** to not show costs.

Total Type 2 Items (Y/N) — Enter **Y** if you wish to total type 2 (random length) items, **N** if not.

Summarize Customer Jobs (Y/N) — Enter **Y** to summarize the job accounts and print as the main account. Or enter **N** to keep each job separate and list the items under each job.

Print Transaction Detail — Enter **Y** if you wish to print the invoice number, transaction date, and type for each item for each customer. Or enter **N** to not print the detail.

Print Item Totals (Y/N) — Enter **Y** if you wish to print totals for each item (number of transactions, number of units, sell extension). Or enter **N** if not.

Print Section Totals (Y/N) — Enter **Y** if you wish to print the section totals at the end of each section, **N** if not.

Print Group Totals (Y/N) — Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

Select Customer Optional Field

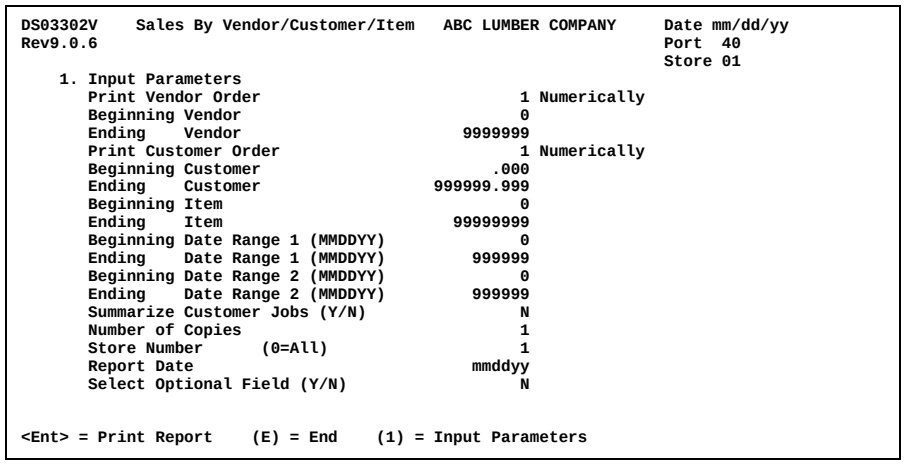
This feature works the same as **Select Sales Optional Field** as explained in the introduction to Section 2, Sales Reports, except it allows you to select fields from the Main Customer File (CM1.D) as well.

SAMPLE SALES BY CUSTOMER BY ITEM

```
mm/dd/yy                Sales By Customer And Item                    ABC COMPANY                              DS03302C
14:53:13                                                  03/01/97 Thru 03/31/97                             Page 0001

Str   Item    Catalog         Description              #Trans    Qty     Units     Sell Ext

Customer       1.000  CASH SALE

 1 74160001 00190          SURFACE MOUNT MODULAR JACK         3     6         6         11.94
 1 74160003 00166          INLINE MODULAR COUPLER             3     6         6         11.34

Customer Totals                              2 Items                     12         23.28


Customer     500.000  STORE 2 TRANSFER ACCOUNT

 1 20103015 12CDXX         1/2-4X8 CDX 32/16                  4    31        31        365.34
 1 27021210 PT250          250' ROLL PERF-A-TAPE              3     3         3          8.55

Customer Totals                              2 Items                     34        373.89


Customer     500.001  STORE 2 TRANSFER

 1 12014804 34CDX          4X8 - 3/4 CDX PLYWOOD              3     9         9        121.59
 1 20103015 12CDXX         1/2-4X8 CDX 32/16                  1    10        10         99.40
 1 27021210 PT250          250' ROLL PERF-A-TAPE              1     1-        1-         2.85-

Customer Totals                              3 Items                     18        218.14


Customer     500.010  STORE 1 TRANSFER

 2 01011121 2696WW         2X6-96 STUD WHITE WOOD             1   100       100        328.00
 2 20103015 12CDXX         1/2-4X8 CDX 32/16                  3   210      3310       2402.06
 2 27021210 PT250          250' ROLL PERF-A-TAPE              1    10        10         28.50

Customer Totals                              3 Items                   3420       2758.56


Customer    1000.000  ACME CONSTRUCTION                   1313 DOVER ST.

 1 01162610 2610DFD        2X6-10 # 2 & BTR DOUG FIR DRY      1    50        50        265.50
 1 01342408 2408CC         2X4-08 CONSTR COMMON REDWOOD       1   200       200        682.00
 1 12014802 12CDX          4X8 - 1/2 CDX PLYWOOD              1   100       100       1514.00
 1 20103015 12CDXX         1/2-4X8 CDX 32/16                  1   100       100       1046.00
 1 27021210 PT250          250' ROLL PERF-A-TAPE              3    30        30        100.60

Customer Totals                              5 Items                    480       3608.10


Customer    1000.001  ACME CONSTRUCTION

 1 01342408 2408CC         2X4-08 CONSTR COMMON REDWOOD       1    15        15         64.95
 1 27021210 PT250          250' ROLL PERF-A-TAPE              1    10        10         37.10

Customer Totals                              2 Items                     25        102.05


Customer    1000.003  ACME CONSTRUCTION                   123 MAPLE STREET

 1 01342400 24RLCC         2X4-RL CONSTR COMMON REDWOOD       1          1266.73     950.05
 1 27021210 PT250          250' ROLL PERF-A-TAPE              4    13        13         53.04
 1 97010002 SPEC ORDER 2   SPECIAL ORDER ITEM NUMBER #2       2    20        20        200.00

Customer Totals                              3 Items                   1299.73    1203.09


Customer    1300.000  JOHN MADDEN

 1 01011121 2696WW         2X6-96 STUD WHITE WOOD             1    20       160         90.56
 1 01162608 2608DFD        2X6-08 # 2 & BTR DOUG FIR DRY      1    50       400        288.80
 1 01162610 2610DFD        2X6-10 # 2 & BTR DOUG FIR DRY      1    50       500        361.00
 1 20103015 12CDXX         1/2-4X8 CDX 32/16                  1    20       640        259.20

Customer Totals                              4 Items                   1700        999.56

etc.
```

3. Sales By Vendor/Customer/Item

This report tallies sales by vendor by customer for two specified date ranges. This allows you to compare sales of certain product lines to various customers from one year to the next. It separates items from a certain vender and lists, by customer, the units sold in the current year and previous year. It is printed in vendor number or name order. This report is generated from the Sales History File (SH0.D). Since it compares data in the current year and the previous year, it requires that you save two years of sales history. This could be a very large Sales History File.



```
DS03302V    Sales By Vendor/Customer/Item   ABC LUMBER COMPANY     Date mm/dd/yy
Rev9.0.6                                                          Port  40
                                                                  Store 01

    1. Input Parameters
       Print Vendor Order                          1 Numerically
       Beginning Vendor                            0
       Ending    Vendor                      9999999
       Print Customer Order                        1 Numerically
       Beginning Customer                       .000
       Ending    Customer                999999.999
       Beginning Item                              0
       Ending    Item                     99999999
       Beginning Date Range 1 (MMDDYY)             0
       Ending    Date Range 1 (MMDDYY)        999999
       Beginning Date Range 2 (MMDDYY)             0
       Ending    Date Range 2 (MMDDYY)        999999
       Summarize Customer Jobs (Y/N)               N
       Number of Copies                            1
       Store Number      (0=All)                   1
       Report Date                            mmddyy
       Select Optional Field (Y/N)                 N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Vendor Order
1 = Numerically by vendor number
2 = Alphabetically by vendor name

Beginning Vendor
Based on the vendor print order selected above, enter the first number or name of the range of vendors you wish to print.

Ending Vendor
Based on the vendor print order selected above, enter the last number or name of the range of vendors you wish to print.

Print Customer Order
1 = Numerically by customer number
2 = Alphabetically by customer name

Beginning Customer
Based on the customer print order selected above, enter the first number or name of the range of customers you wish to print.

Ending Customer
Based on the customer print order selected above, enter the last number or name of the range of customers you wish to print.

Beginning Item
Enter the first item number of the range of transactions you wish to print. If there are multiple vendors for an item, then the report prints the first primary vendor found for the item.

Ending Item
Enter the last item number of the range of transactions you wish to print.

Beginning Date Range 1 — Enter the first date of the first range of sales history you wish to print using the standard date format (mmddyy). There are two date ranges, allowing you to select the current year and the previous year, or any other desired date range. The dates in **Date Range 1** must be different from **Date Range 2** for the report to function properly. The report does not print if the parameters are left with the default ranges. The heading of the report will include the date ranges.

Ending Date Range 1 — Enter the last date of the first range of transactions you wish to print.

Beginning Date Range 2 — Enter the first date of the second range of sales history you wish to print using the standard date format (mmddyy).

Ending Date Range 2 — Enter the last date of the second range of transactions you wish to print

Summarize Customer Jobs — This option is not available is printing in customer alphabetical order.

Y = Summarize the customer jobs.
N = Do not summarize the jobs. Print each job separately.

After you entering the input parameters, the computer asks if you wish to continue by sorting the file. Depending on the size of the Sales History File, sorting could take some time. Answer **Y** to continue by sorting or N to end this process.

SAMPLE SALES BY VENDOR/CUSTOMER/ITEM

```
mm/dd/yy   STORE 01       SALES BY VENDOR/CUSTOMER/ITEM            ABC LUMBER COMPANY                    DS03302V
12:02:36                                                                                                 Page 0001

VENDOR:     120  BOISE CASCADE LUMBER
                                                                 01/01/99 - 12/31/99          01/01/98 - 12/31/98
   CUSTOMER:                                                    UNITS       SELL EXT         UNITS       SELL EXT

         1.000   CASH SALE                                      10.00         129.60       2407.39        8964.55
      1000.000   ACME CONSTRUCTION                               5.33           2.20        533.34         618.67
      1000.001   ACME CONSTRUCTION-----------X                                               20.00          91.80
      1212.000   ADSFAWE                                        10.67           6.07        533.34         328.00
      1234.000   LAKE STATES TEST                                                           252.00         776.92
      2500.000   CARSON CONTRACTING/CARL                                                   1133.35         743.20
      3000.001   CLASSY DOORS & WINDOWS                                                      20.00          57.40
      3030.000   FISHER'S QUICK & EASY                         700.00-      40950.00-      1642.73         935.86
      5000.000   EVERETT COMPANY                                                             6.00         235.20

              VENDOR TOTAL                                     674.00-      40812.13-      6548.15       12751.60

VENDOR:     135  COTTER SUPPLY & COMPANY
                                                                 01/01/99 - 12/31/99          01/01/98 - 12/31/98
   CUSTOMER:                                                    UNITS       SELL EXT         UNITS       SELL EXT

         1.000   CASH SALE                                                                   14.00         131.02
      1234.000   LAKE STATES TEST                                                            21.00         152.25
      5000.000   EVERETT COMPANY                                 1.00          11.47

              VENDOR TOTAL                                      1.00          11.47         35.00         283.27
```

4. Sales By Cust – Select Values

This report comes from the Sales History File index SH0.J3 and can contain up to 12 columns of values you select. This allows you to create the report to fit your needs. It is printed in customer number order. You can choose from the following fields:

Quantity sold
Units sold
Dollars sold
Average cost $
Average cost margin
Average cost GP%
Market cost $
Market cost margin
Market cost GP%
Weight

```
DS03302D    Sales By Customer-Select Values   ABC LUMBER COMPANY   Date mm/dd/yy
Rev9.0.14                                                         Port  40
    1. Input Parameters
          Print  1)Numerically, 2)Alphabetically    1
          Beginning Customer                    .000
          Ending    Customer                999999.999
          Beginning Item                          0
          Ending    Item                    99999999
          Vendor Number           (0=All)         0
          Total Type 2 Items        (Y/N)         N
          Summarize Customer Jobs   (Y/N)         N
          Print Transaction Detail  (Y/N)         N
          Print Item    Totals      (Y/N)         Y
          Print Section Totals      (Y/N)         N
          Print Group   Totals      (Y/N)         N
          Number of Copies                        1
          Store Number             (0=All)        1
          Report Date                         mmddyy
          Select Customer Optional Field (Y/N)    N
          Select Sales    Optional Field (Y/N)    N
          Page Break Between Customers   (Y/N)    N
    2. Select Values and Date Ranges
    3. Print Report
Enter Option - (E) to End:
```

Special and Unique Input Parameters

Vendor Number (0=All) — Enter the vendor number you wish to print for item selection. Only items with a matching vendor number will be printed. You can search for vendors by pressing the up arrow. The vendor name will be displayed for your verification.

Total Type 2 Items (Y/N) — Enter **Y** if you wish to total type 2 (random length) items, **N** if not.

Summarize Customer Jobs (Y/N) — Enter **Y** to summarize the job accounts and print as the main account. Or enter **N** to keep each job separate and list the items under each job.

Print Transaction Detail — Enter **Y** if you wish to print the transaction type, transaction number, written by, and transaction date for each transaction on which the item is found. Or enter **N** to not print the detail.

Print Item Totals (Y/N) — Enter **Y** if you wish to print totals for each item (number of transactions, number of units, sell extension). Or enter **N** if not.

Print Section Totals (Y/N)	Enter **Y** if you wish to print the section totals at the end of each section, **N** if not.
Print Group Totals (Y/N)	Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.
Select Customer Optional Field	This feature works the same as **Select Sales Optional Field** as explained in the introduction to Section 2, Sales Reports, except it allows you to select fields from the Main Customer File (CM1.D) as well.

2. Select Values and Date Ranges

1 You must set up the values and date ranges of the information you wish to print on this report. Select **2** for **Select Values and Date Ranges.**

2 The computer displays:

```
DS03302D    Sales By Customer-Select Values   ABC LUMBER COMPANY   Date mm/dd/yy
Rev9.0.14                                                        Port  40
Report
Column     Value To Print         Beginning Date    Ending Date     Heading
   1       0
   2
   3
   4
   5
   6
   7
   8
   9
  10
  11
  12
Misc Heading:


*** Value Selection ***
 1-Qty Sold      3-Dollars Sold  5-Ave Margin    7-Mkt Cost $    9-Market GP%
 2-Units Sold    4-Ave Cost $    6-Average GP%   8-Mkt Margin   10-Weight

Enter Value Selection   <UpA>=End   <Ent>=Next Value   (0)=No Selection
```

The cursor is positioned at **Value To Print** for column 1. This is where you can design what values will print in which column. You have the following options:

Enter value selection	Enter a code (**1-10**) from the ***** Value Selection ***** displayed at the bottom of the screen to be used in the first column of the report. If no values are selected, the report does not print.
<UpA>=End	Press up arrow to end this screen and return to the previous screen.
<Ent>=Next Value	Press **Enter** to move to the next column without defining a value for column 1. This leaves column 1 blank on the report.
(0)=No Selection	Enter **0** (zero) for no selection without defining a value for column 1. Move to the next column. This also leaves column 1 blank on the report.

3 After entering a value code, the corresponding description is displayed under **Value To Print**. The cursor moves to **Beginning Date**. Enter the first transaction date you wish to include for this value in the standard date format (mmddyy). You must enter a valid date to continue.

4 **Ending Date**

Enter the last transaction date you wish to include for this value.

5 **Heading**

If you want a heading, you must enter it they way you wish it to appear on the report. Enter up to 11 characters of heading for this column. Or press **Enter** to bypass.

6 Repeat Steps 2-5 for the next column of information you wish to show on this report. You can enter up to 12 columns of values.

7 When you are done selecting values and date ranges, press up arrow to return to the input parameters screen where you can select **3** to print the report.

SAMPLE SALES BY CUSTOMER - SELECT VALUES
Column 1 = Qty Sold
Column 2 = Units Sold
Column 3 = Dollars Sold

```
mm/dd/yy                Sales By Customer - Select Values              ABC COMPANY                        DS03302D
15:29:00                                                                                                  Page 0001

      Item      Catalog          Description                 QTY SOLD  UNITS SOLD      $ SOLD

Customer       1.000  CASH SALE

  1 74160001 00190           SURFACE MOUNT MODULAR JACK          6.00        6.00       11.94
  1 74160003 00166           INLINE MODULAR COUPLER              6.00        6.00       11.34

Customer Totals                          2 Items               12.00                   23.28
                                                                              12.00


Customer     500.000  STORE 2 TRANSFER ACCOUNT

  1 20103015 12CDXX          1/2-4X8 CDX 32/16                  31.00       31.00      365.34
  1 27021210 PT250           250' ROLL PERF-A-TAPE               3.00        3.00        8.55

Customer Totals                          2 Items               34.00                  373.89
                                                                              34.00


Customer     500.001  STORE 2 TRANSFER

  1 12014804 34CDX           4X8 - 3/4 CDX PLYWOOD               9.00        9.00      121.59
  1 20103015 12CDXX          1/2-4X8 CDX 32/16                  10.00       10.00       99.40
  1 27021210 PT250           250' ROLL PERF-A-TAPE               1.00-       1.00-       2.85-       .00         .00         .00

Customer Totals                          3 Items               18.00                  218.14
                                                                              18.00

Customer     500.010  STORE 1 TRANSFER
  2  1011121 2696WW          2X6-96 STUD WHITE WOOD            100.00      100.00      328.00
  2 20103015 12CDXX          1/2-4X8 CDX 32/16                 210.00     3310.00     2402.06
  2 27021210 PT250           250' ROLL PERF-A-TAPE              10.00       10.00       28.50

Customer Totals                          3 Items              320.00                 2758.56


Customer    1000.000  ACME CONSTRUCTION                    1313 DOVER ST.

  1  1162610 2610DFD         2X6-10 # 2 & BTR DOUG FIR DRY      50.00       50.00      265.50
  1  1342408 2408CC          2X4-08 CONSTR COMMON REDWOOD      200.00      200.00      682.00
  1 12014802 12CDX           4X8 - 1/2 CDX PLYWOOD             100.00      100.00     1514.00
  1 20103015 12CDXX          1/2-4X8 CDX 32/16                 100.00      100.00     1046.00
  1 27021210 PT250           250' ROLL PERF-A-TAPE              30.00       30.00      100.60

Customer Totals                          5 Items              480.00                 3608.10
                                                                             480.00

Customer    1000.001  ACME CONSTRUCTION

  1  1342408 2408CC          2X4-08 CONSTR COMMON REDWOOD       15.00       15.00       64.95
  1 27021210 PT250           250' ROLL PERF-A-TAPE              10.00       10.00       37.10

Customer Totals                          2 Items               25.00                  102.05
                                                                              25.00

Customer    1000.003  ACME CONSTRUCTION                    123 MAPLE STREET
  1  1342400 24RLCC          2X4-RL CONSTR COMMON REDWOOD                 1266.73      950.05
  1 27021210 PT250           250' ROLL PERF-A-TAPE              13.00       13.00       53.04
  1 97010002 SPEC ORDER 2    SPECIAL ORDER ITEM NUMBER #2       20.00       20.00      200.00

Customer Totals                          3 Items               33.00                 1203.09
                                                                            1299.73

Customer    1300.000  JOHN MADDEN

  1  1011121 2696WW          2X6-96 STUD WHITE WOOD             20.00      160.00       90.56
  1  1162608 2608DFD         2X6-08 # 2 & BTR DOUG FIR DRY      50.00      400.00      288.80
  1  1162610 2610DFD         2X6-10 # 2 & BTR DOUG FIR DRY      50.00      500.00      361.00
  1 20103015 12CDXX          1/2-4X8 CDX 32/16                  20.00      640.00      259.20

Customer Totals                          4 Items              140.00                  999.56
                                                                            1700.00

Customer    2000.000  BEST BUILT HOMES

  1  1142412 2412DFD         2X4-12 STD & BTR DOUG FIR DRY      60.00      480.00      316.80
  1 27021210 PT250           250' ROLL PERF-A-TAPE              10.00-      10.00-      37.10-       .00         .00         .00
  1 77000155 00276           7/8IN.DIA.16IN.SPADE BIT           34.00       34.00      372.30
  1 77000160 00277           3/4IN.DIA.16IN.SPADE BIT           10.00       10.00      110.50
  1 77000175 00280           3/8IN.DIA.16IN.SPADE BIT           15.00       15.00      139.35
  1 77000300 00328           3/4X12IN.ROT.MASONRY BIT           15.00       15.00      262.35
  1 94000003 100307          HWI ITEM #3                        31.00       31.00      153.14
  1 97000009 108006          12X18 VENT,SNW GBL                  5.00        5.00       33.95

Customer Totals                          8 Items              160.00                 1351.29
                                                                             580.00
```

etc.

5. Sales By Item – Select Values

This report is the same as Sales By Customer - Select Values except it is printed in item order. Information for this report comes from the Sales History File index SH0.J3.

```
DS03302T    Sales by Item - Select Values    ABC LUMBER COMPANY    Date mm/dd/yy
Rev9.0.5                                  ABC CO.                 Port  40
                                                                  Store 01

    1. Input Parameters
          Report Print Order                        1     Item Number
          Beginning Value To Print                  0
          Ending    Value To Print          99999999
          Spiff Batch (If Selected)                 0
          Vendor Number  (0=All)                    0
          Print Transaction Detail (Y/N)            N
          Print Item Totals        (Y/N)            Y
          Print Section/Loc Totals (Y/N)            Y
          Print Group Totals       (Y/N)            Y
          Number of Copies                          1
          Store Number                              1
          Report Date                          mmddyy
          Select Inventory Optional Field (Y/N)     N
          Select Sales     Optional Field (Y/N)     N

    2. Select Values and Date Ranges
    3. Print Report


Enter Option - (E) to End:
```

Special and Unique Input Parameters

Report Print Order — Towards the bottom of the screen, a list of options for the print order is displayed (**1-6**). Enter the order you wish to use.

Spiff Batch (If Selected) — If you selected to print in spiff batch order, enter the spiff number you wish to include on the report.

Vendor Number (0=All) — Enter the vendor number you wish to print for item selection. Only items with a matching vendor number will be printed. You can search for vendors by pressing the up arrow. The vendor name is displayed for your verification.

Print Transaction Detail — Enter **Y** if you wish to print the transaction type, transaction number, written by, and transaction date, and customer number for each transaction on which the item is found. Or enter **N** to not print the detail.

Print Item Totals (Y/N) — Enter **Y** if you wish to print totals for each item (number of transactions, number of units, sell extension). Or enter **N** if not.

Print Section/Loc Totals (Y/N) — Enter **Y** if you wish to print the section/location totals at the end of each section, **N** if not.

Print Group Totals (Y/N) — Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

Select Inventory Optional Field — This feature works the same as **Select Sales Optional Field** as explained in the introduction to Section 2, Sales Reports, except it allows you to select fields from the inventory files as well (IM1.D, IM2.D, and IM8.D).

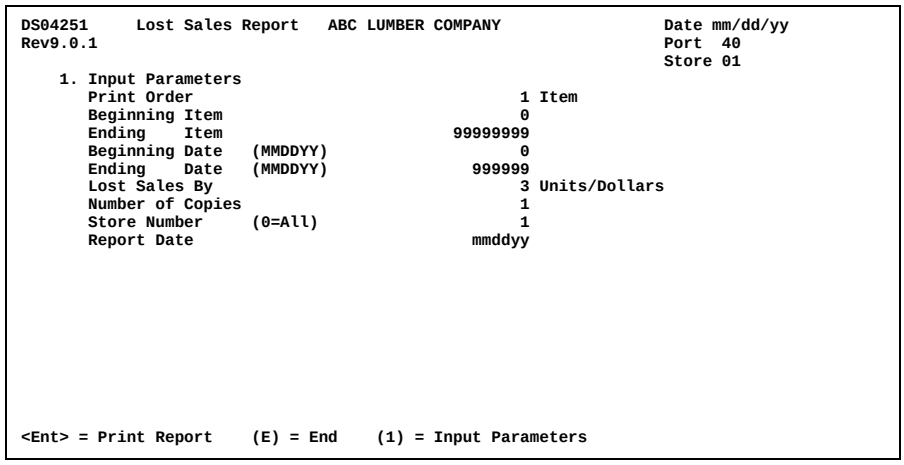
SAMPLE SALES BY ITEM - SELECT VALUES
Column 1 = Dollars Sold
Column 2 = Average Cost $
Column 3 = Average Margin

```
mm/dd/yy   Store 01   Sales By Item - Selected Values      ABC COMPANY                ABC CO.                          DS03302T
16:02:31                                                                                                          Page 0001

 Item       Catalog         Description                Rnk     $ SOLD  AVE COST $  AVE MARGIN


 1011121 2696WW          2X6-96 STUD WHITE WOOD        NNN      135.84       99.26       36.58

Section TTL: 01-01 ZSOIDAJFOID               1 Items           135.84                   36.58
                                                                              99.26


 1142412 2412DFD         2X4-12 STD & BTR DOUG FIR DRY NNN      316.80      235.85       80.95

Section TTL: 01-14 ********************      1 Items           316.80                   80.95
                                                                             235.85


 1162608 2608DFD         2X6-08 # 2 & BTR DOUG FIR DRY NNN      288.80      200.60       88.20
 1162610 2610DFD         2X6-10 # 2 & BTR DOUG FIR DRY NNN      698.70      555.50      143.20
 1162614 2614DFD         2X6-14 # 2 & BTR DOUG FIR DRY NNN     1011.00      705.00      306.00

Section TTL: 01-16 ********************      3 Items          1998.50                  537.40
                                                                            1461.10


 1342400 24RLCC          2X4-RL CONSTR COMMON REDWOOD  NNN      950.05      790.40      159.65
 1342408 2408CC          2X4-08 CONSTR COMMON REDWOOD  NNN      746.95      696.60       50.35

Section TTL: 01-34 ********************      2 Items          1697.00                  210.00
                                                                            1487.00


Group Total: 01    DIMENSIONAL LUMBER        7 Items          4148.14                  864.93




12014802 12CDX           4X8 - 1/2 CDX PLYWOOD         NNN     1514.00     1440.00       74.00
12014804 34CDX           4X8 - 3/4 CDX PLYWOOD         NNN      121.59      121.59

Section TTL: 12-01 GROUP 12 SECTION 1        2 Items          1635.59                   74.00
                                                                            1561.59

Group Total: 12    PLYWOOD                   2 Items          1635.59                   74.00
                                                                            1561.59

etc.
```

6. Lost Sales

This report comes from the Sales History File (SH0.D). It tracks lost sales in terms of original order and actual sales units and dollars. It can be printed in item, transaction, or customer number order. It shows the following information:

Item number
Item description
Transaction number
Customer number
Customer name
Units ordered (U/Ordered)
Units sold (U/Sold)
U/Lost Sales. Qty Ordered – Qty Sold (if >0)
U/Lost %. Qty Sold / Qty Ordered. If Qty Sold = 0, then % = 100.00)
$/Ordered (Dollars Ordered). Original Units Ordered x Price
$/Sold (Sell Extension)
$/Lost Sales. (Original Units Ordered x Price) – Sell Extension (if >0)
$/Lost %. Dollars Sold / Dollars Ordered. If Dollars Sold = 0, then % = 100.00)


DS04251 Lost Sales Report ABC LUMBER COMPANY Date mm/dd/yy
Rev9.0.1 Port 40
Store 01
1. Input Parameters
Print Order 1 Item
Beginning Item 0
Ending Item 99999999
Beginning Date (MMDDYY) 0
Ending Date (MMDDYY) 999999
Lost Sales By 3 Units/Dollars
Number of Copies 1
Store Number (0=All) 1
Report Date mmddyy
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Report Print Order
1 = Item Number
2 = Transaction Number
3 = Customer Number

Beginning Item or Transaction or Item
Based on the report print order selected above, enter the first value of the range of items you wish to print.

Ending Item or Transaction or Item
Based on the report print order selected above, enter the last value of the range of items you wish to print.

Beginning Date (MMDDYY)
Enter the first date of the range of transactions you wish to print.

Ending Date (MMDDYY)
Enter the last date of the range of transactions you wish to print.

Lost Sales By	**1 = Units**. If **Qty Ordered** is greater than **Qty Sold**, then the transaction appears on the report. **2 = Dollars**. If **Dollars Ordered** is greater than **Dollars Sold**, then the transaction appears on the report. **3 = Both Units/Dollars**. The units will print on the first line and dollars on the second line for each item.

Sales History
Sales by Port

This report comes from the Sales History File (SH0.D). Print it after doing the POS day end update to get a list of sales by port number. You must enter a beginning and ending transaction date and select the ports you wish to include on the report. You can select a range of ports by using the following formats:

Enter a range of port numbers:	**1-10**
Enter a series of numbers separated by commas:	**2, 5, 8, 10**
Enter several ranges of numbers:	**1-5, 7-9, 12-15**
Enter a series and a range of numbers:	**1,4,8,9-15**

```
DS04247      Sales by Port    ABC LUMBER COMPANY                  Date mm/dd/yy
Rev9.0.2                           ABC CO.                       Port  40
                                                                 Store 01

    1. Input Parameters
          Beginning Trans Date                    0
          Ending    Trans Date                999999
          Ports                               1-999
          Store   (0=All)                         1
          Number of Copies                        1
          Report Date                         mmddyy
          Select Sales Optional Field (Y/N)       N









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE SALES BY PORT

```
mm/dd/yy   STORE 01   SALES BY PORT                ABC CO.                                          DS04247
14:49:44                                                                                           PAGE 0001

                                                                                  # OF     SALES/     MARGIN/
PORT  DESCRIPTION          STR          SALES $         COST $        MARGIN $     PCT    TRANS      TRANS       TRANS

   5                         1              .00            .00              .00                1
  13  PORT 13                1       18,350.87      48,037.74     29,686.87- 161.77-         9    2038.98     5337.52

                   TOTALS           18,350.87      48,037.74     29,686.87- 161.77-        10    1835.08     4803.77
```

Sales History
Addon Recap

This report finds addon codes and amounts and shows them by Written By and Customer Class. It can be run for any range of transaction dates in the Sales History File (SH0.D). For example, you wish to track memo freight amounts added as addons to transactions by Written By because you charge back the memo costs to the sales rep shown as the Written By.

After you enter the input parameters, the computer asks if you wish to continue by sorting the Sales History File, looking for transactions that match the parameters:

```
Do You Wish To Begin Sorting  (Y/N):
```

Enter **Y** to begin the sort process. Depending on the size of the Sales History File, the sort could take awhile to run. Or enter **N** to discontinue the sort process and return to the input parameters to enter new ones or end this process.

```
DS04252     Addon Recap Report    DIM11 DATA                      Date mm/dd/yy
Rev11.0.1                                                         Port  38
                                                                  Store 01

    1. Input Parameters

          Report Print Options                      1 Cust Class Totals
          Beginning Written By                      0
          Ending    Written By                   9999
          Beginning Class                           0
          Ending    Class                          99
          Beginning Trans Date                      0
          Ending    Trans Date                 999999
          Addon Code   (1-99)                       1
          Number of Copies                          1
          Store Number         (0=All)              1
          Report Date                           mmddyy
          Select Optional Field  (Y/N)              N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Print Options
1 = Customer Class Totals. Prints in customer class order showing written by and addon information for each class.
2 = Written By Totals. Prints in written by order showing addon information for each written by.
3 = Transaction Detail. Prints in written by order showing customer class and transaction detail (transaction date, transaction number, addon amount) for each written by.

Beginning Written By
Enter the first written by code you wish to include on this report. Or press **Tab** to begin with the first written by found for transactions in the Sales History File (SH0.D).

Ending Written By
Enter the last written by code you wish to include on this report. Or press **Tab** to use all remaining written by codes found.

Beginning Class
Enter the first customer class you wish to include on this report. Or press **Tab** to begin with the first customer class found for transactions in the Sales History File (SH0.D).

Ending Class
Enter the last customer class code you wish to include on this report. Or press **Tab** to use all remaining customer class codes found.

Beginning Trans Date — Enter the first transaction date you wish to include on this report. Or press **Tab** to begin with the first transaction found in the Sales History File (SH0.D). It may be useful to print this report month by month, entering the first date of the month here and the last date in **Ending Trans Date.** Since this report uses data in the Sales History File, the day end process must be completed for the desired dates for the transactions to show up.

Ending Trans Date — Enter the last transaction you wish to include on this report. Or press **Tab** to use all remaining transactions found.

Addon Code (1-99) — Enter the addon code you wish to include on this report. Only one addon code can be presented at a time.

SAMPLE ADDON RECAP
By Customer Class Totals

```
mm/dd/yy  Str 01     ADDON RECAP REPORT      DIM11 DATA               DS04252
13:08:20                                                              PAGE 0001

    CLASS      CLASS DESCRIPTION                  ADDON AMOUNT

WRITTEN BY:  1 WAYNE

        1      CUSTOMER CLASS - 1                      111.00
        2      CUSTOMER CLASS - 2
       10      MISC                                      1.00

      TOTALS FOR:  1 WAYNE                            112.00

             GRAND TOTAL                              112.00
```

By Written By Totals

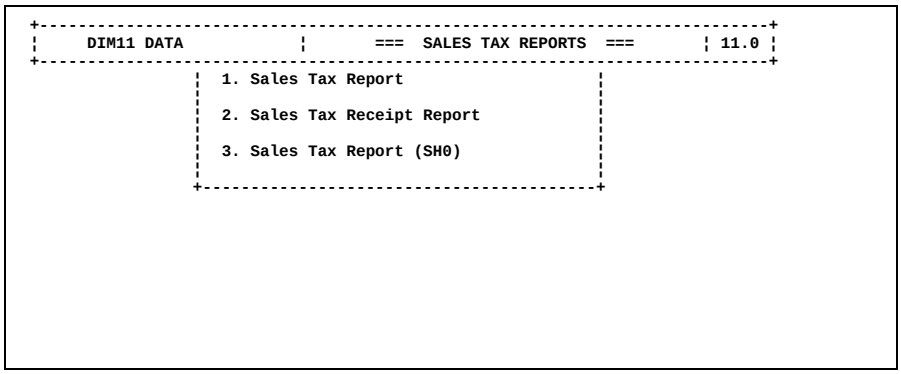
```
mm/dd/yy  Str 01     ADDON RECAP REPORT      DIM10 DATA               DS04252
13:08:20                                                              PAGE 0001

WRITTEN BY NO            NAME                        ADDON AMOUNT
       1          WAYNE                                   112.00

                      GRAND TOTAL                        112.00
```

By Transaction Detail

```
mm/dd/yy  Str 01     ADDON RECAP REPORT      DIM10 DATA               DS04252
13:08:20                                                              PAGE 0001

    CLASS       DATE       TRANSACTION #            ADDON AMOUNT

WRITTEN BY:  1 WAYNE
   CLASS: 1 CUSTOMER CLASS - 1

       1    02/24/00             1200136                  10.00
       1    06/07/00             1200158                 100.00
       1    06/18/99             2100952                   1.00
                 CLASS TOTAL                             111.00

   CLASS: 2 CUSTOMER CLASS - 2

       2    10/10/98             2100886
                 CLASS TOTAL

   CLASS:10 MISC

      10    11/10/98             2100907                   1.00

                 CLASS TOTAL                               1.00

   TOTALS FOR: 1 WAYNE                                   112.00

            GRAND TOTAL                                  112.00
```

Sales Tax

This menu is displayed after selecting **4** for **Sales Tax** from the **Sales Reports Menu**:



See the following three parts for descriptions of each report.

1. Sales Tax Report

This report shows tax amount, and taxable/nontaxable sales amounts by tax code. It also shows the tax description, percent, and corresponding G/L account number.

This information comes from the T2*ssyy*.D file.

```
DS04205       Sales Tax       ABC LUMBER COMPANY                Date mm/dd/yy
Rev9.0.3                                                        Port  42
                                                                Store 01

    1. Input Parameters

          Period to Print                              1
              1 = Today and Month-to-Date
              2 = Today and Year-to-Date
              3 = Month-to-Date and Year-to-Date
          Number of Copies                             1
          Store Number                                 1
          Report Date                             mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Period To Print
1=Today And Month-To-Date
2=Today And Year-To-Date
3= Month-To-Date And Year-To-Date

Enter **1** to print today and month-to-date, **2** for today and year-to-date, or **3** for month-to-date and year-to-date totals.

SAMPLE SALES TAX REPORT

```
mm/dd/yy       Store: 01   Sales Tax Report              ABC COMPANY                                                DS04205
16:13:51                                                                                                           Page 0001

                                                 ---------- Today ----------        ---------- MTD ----------
    Tax Desc                          %          Amount      Taxable    Nontaxable     Amount      Taxable    Nontaxable

 1 STATE SALES TAX G/L    2350.00 625.05          53.69          .00          .00       231.90          .00          .00




Report Totals By G/L Number ------------------------------------------------------------------------------------------

   2350.00 STATE SALES TAX PAYABLE                 53.69          .00          .00       231.90          .00          .00
```

2. Sales Tax Receipt Report

This report shows the calculated amount of sales tax due for each transaction based on cash receipts. In some states, sales tax is due when collected rather than when the invoice is generated. This report will show the tax due taking into account previous payments, original amount of tax charged, discounts, finance charge write offs, and adjustments. This report does not print add ons with Tax Status=C (ROA add on).

This report is printed in customer number order from the customer files (CM3.D, CM4.D, CM5.D). If you wish to include cash sales in this report, you must be saving sales history for cash transactions. Any cash sales will come from the Sales History File (SH0.D). because they are not stored for A/R purposes in the customer files. The detail lines under each customer show the following:

C (indicates cash transaction)
Store number
Transaction number
Invoice amount
Non-taxable subtotal
Taxable subtotal
Tax amount
Tax code and rate
Previous credits
  Totals
  Non-taxable
  Balance
Current credits (current month)
  Total
  Non-taxable
  Balance
Discount taken
F/C written off
Other adjustment
Total non-bank (total of discounts taken, G/L written off, and other adjustments)
Ratio (net balance : current balance from A/R credits)
Net balance
Net taxable balance
Net tax payable

Print this report at month end before running the month end update. A wide carriage printer (13.5 inches) with compressed print is required for this report to print correctly. Be sure to set the printer to 17.1 characters per inch (CPI) and 6 lines per inch (LPI) before printing.

```
DS02115     Sales Tax by Receipt     DIM11 DATA                    Date mm/dd/yy
Rev11.0.1                                                          Port  37
                                                                   Store 01

    1. Input Parameters
          Print 1)Numerically or 2)Alphabetically          1
          Beginning Customer                           .000
          Ending    Customer                       999999.999
          Print Customer Detail    (Y/N)                 Y
          Print Total Page Only    (Y/N)                 N
          -- For Cash Sales Only (SH0) --
               Beginning Date (MMDDYY)                   0
               Ending    Date (MMDDYY)              999999
          Number of Copies                             1
          Store Number      (0=All)                    0
          Report Date                                mmddyy
          Select Sales Optional Field (Y/N)            N

A wide carriage printer (13.5 inches) with compress print is required for this
report to print correctly.  The operator must set up the printer to print 17.1
characters per inch for a minimum of 13.5 inches.
For C.ITOH printers:  function 12=17 and function 17=2.


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Customer Detail (Y/N) — Enter **Y** if you wish to print the detail lines showing each transaction under each selected customer. Or enter **N** for no detail showing the customer number and name and a total of all transactions for that customer. You will most likely want to print detail lines for this report.

Print Total Page Only (Y/N) — Enter **Y** if you wish to bypass printing each customer and only print the grand totals, or **N** if you wish to print each customer (with or without detail - see above).

-- For Cash Sales Only (SH0) --
Beginning Date (MMDDYY) — Since this is a monthly report to be printed before the month end update, enter the first day of the current month in the standard date format (mmddyy).

Ending Date (MMDDYY) — Enter the last day of the month.

Select Sales Optional Field — This report uses data from both CM3.D and SH0.D So if the transactions don't exist in SH0.D, the optional field will not function properly.

Sales Tax by Receipt Report Calculations

Refer to the following example for a description of each field on this report:

INVOICE AMOUNT	=	2453.00
TAXABLE AMOUNT	=	2300.00
NON-TAXABLE AMOUNT	=	15.00
TAX	=	138.00
PREVIOUS CREDITS	=	1000.00
APPLIED THIS MONTH	=	1453.00
DISCOUNT TAKEN	=	7.70
OTHER ADJ USTMENT	=	10.00

A. INVOICE AMOUNT — Total amount of invoice from CM3.D.

B. TAXABLE AMOUNT
C. NON-TAXABLE AMOUNT
D. TAX AMOUNT — These fields come from SH0.D. If not found, then they are calculated using the customer's tax code in CM1.D.

E. TAX CODE

F. TAX RATE — Calculated as:

TAX AMOUNT / TAXABLE AMOUNT

6.00% = 138.00 / 2300.00

G. PREVIOUS CREDITS — Total amount previously applied against this invoice (=1000.00). The calculation is as follows:

ORIGINAL AMT (CM3)
- BAL DUE (CM5)
+ AMOUNT APPLIED (CM5)

H. PREVIOUS CREDITS NON-TAX — Amount previously applied to non-taxable amount (=15.00).

I. PREVIOUS CREDITS BALANCE	Amount previously applied to taxable and tax amount (=985.00).
J. CURRENT CREDITS TOTAL	Total amount applied during the current month (=1453.00).
K. CURRENT CREDITS NON-TAX	Amount applied to non-taxable amount during the current month (=0.00).
L. CURRENT CREDITS BALANCE	Amount applied to taxable and tax amount during the current month (=1453.00).
M. DISCOUNTS TAKEN	Total amount of discounts per customer for the month (=7.70). Comes from CM4.D.
N. F/C WRITTEN OFF	Total amount of F/C write offs per customer for the month (=0.00). Comes from CM4.D.
O. OTHER ADJUSTMENTS	Total amount of other adjustments per customer for the month (=10.00). Comes from CM4.D.
P. TOTAL NON-BANK	Total of discounts, F/C write offs, and other adjustments (=7.70 + 10.00 = 17.70).
Q. RATIO	Ratio of net balance (R) to current balance from A/R credits. RATIO = NET BAL / CURRENT BAL .9878 = 1435.30 / 1453.00
R. NET BALANCE	Total non-bank payment (P) is applied to current non-tax payment (K). The remainder is then applied to the total current balance of all invoices. NET BAL=CUR BAL (L) – REMAINDER In this example, all of the non-tax credit had been applied against in a previous month. Therefore, total non-bank goes against the current balance. 1435.30 = 1435.00 - 17.70
S. NET BALANCE PER INVOICE	Current balance per invoice multiplied by the ratio (Q). 1435.30 = 1453.00 x .9878
T. NET TAXABLE AMOUNT PER INVOICE	Portion of net balance (S) that is taxable. NET BAL (S) / (1 + TAX RATE) (F)
U. NET TAX PER INVOICE	Portion of net balance that is tax to be paid. TAX = NET BAL (S) - NET TAXABLE (T) 81.24 = 1435.30 - 1354.06

3. Sales Tax Report (SH0)

If you use more than 99 tax codes, this report shows totals for tax codes over 98. The information comes from the Sales History File (SH0.D). It can be sorted by one of three methods: transaction number, tax code, or state/tax code. The state/tax code option expects the first 2 characters of the tax code description in the Sales Variable File (Sales Tax, Sales Tax Options, field 2) to be the first 2 letters of the state abbreviation. The program sorts all the transactions in the range selected by state abbreviation and then by tax code within that state. For this to work properly, make sure that all tax code descriptions in the Variable File begin with the 2-letter state abbreviation. If they are not entered correctly, the program will still sort by the first 2 characters, whatever they are. This could produce a rather meaningless report.

Because this report comes from the Sales History File and it must sort through the entire file to get it in tax code or state/tax code order, it could take a considerable amount of time to print, depending on the size of SH0.D.

```
DS04208     Sales Tax Report (SH0)      DIM99 DATA                Date mm/dd/yy
Rev9.0.3                                                          Port  39
                                                                  Store 01
    1. Input Parameters

          Beginning Trans Number                  0
          Ending    Trans Number            9999999
          Beginning Trans Date                    0
          Ending    Trans Date               999999
          Beginning Tax Code                      0
          Ending Tax Code                       999
          Sort by Method                          1
              1) Transaction
              2) Tax Code
              3) State/Tax Code
          Print Daily Totals           (Y/N)      N
          Page Break Between Tax Codes (Y/N)      N
          Number of Copies                        1
          Store Number                            1
          Report Date                        mmddyy
          Select Sales Optional Field  (Y/N)      N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Beginning Trans Number — Enter the first transaction number of the range you wish to include on this report. Or press **Tab** to begin with the first transaction.

Ending Trans Number — Enter the last transaction number of the range you wish to include on this report. Or press **Tab** to use all remaining transactions.

Beginning Trans Date — Enter the first transaction date of the range you wish to include on this report. Or press **Tab** to begin with the first transaction date found.

Ending Trans Date — Enter the last transaction date of the range you wish to include on this report. Or press **Tab** to use all remaining transactions dates.

Beginning Tax Code — Enter the 3-character tax code of the range you wish to include on this report. Or press **Tab** to start with the first tax code.

Ending Tax Code — Enter the last tax code you wish to include on this report. Or press **Tab** to use all remaining tax codes.

Sort by Method
1) Transaction
2) Tax Code
3) State/Tax Code

Enter **1** if you wish to print the report in transaction number order, **2** for tax code number order, or **3** for state/tax code number order.

Totals Only (Y/N)

Only if the **Sort by Method** is **2** or **3**. Enter **Y** if you wish to print only the totals of each tax code or state/tax code. Enter **N** if you wish to print each transaction (one line per transaction) showing invoice number, customer number and name, invoice date, gross sales, subtotal, non-taxable amount, taxable sales amount, sales tax amount, and addon amount.

Print Daily Totals (Y/N)

Enter **Y** if you wish to print a subtotal for each day's transactions (if you are not printing totals only). Or enter **N** to print the list of transactions without a daily subtotal.

Page Break Between Tax Codes (Y/N)

Enter **Y** if you wish to eject a new page and print a heading whenever data for the next tax code begins. Or enter **N** if you wish to print continuously without breaking between tax codes.

SAMPLE SALES TAX REPORT (SH0)
Sales By Transaction

```
mm/dd/yy       STORE: 01      SALES TAX BY TRANSACTION                DIM99 DATA                                    DS04208
13:24:58                      FROM: 01/01/00  TO: 01/31/00                                                          PAGE 0001

 INVOICE   CUSTOMER    CUSTOMER            INVOICE         GROSS      SUBTOTAL       NON          TAXABLE      SALES      ADDONS
 NUMBER    NUMBER      NAME                DATE            SALES                     TAXABLE      SALES        TAX

 1000368      1.000  CASH SALES1234567890  01/16/00        11.32         10.65                      10.65        .67
 1000369      1.000  CASH SALES1234567890  01/16/00        21.05         19.81                      19.81       1.24
 1000370      1.000  CASH SALES1234567890  01/19/00        11.32         10.65                      10.65        .67
 1000371      1.000  CASH SALES1234567890  01/19/00        13.28         12.50                      12.50        .78
 1000372      1.000  CASH SALES1234567890  01/19/00        22.63         21.30                      21.30       1.33
 1000373      1.000  CASH SALES1234567890  01/19/00       159.38        150.00                     150.00       9.38
 1000374      1.000  CASH SALES1234567890  01/19/00         8.16          7.68                       7.68        .48
 2200150   1040.000  BECK STREET CONSTRUC  01/10/00        11.47         10.82                      10.82        .65


                                          GRAND TOTAL      258.61        243.41          .00        243.41      15.20        .00
```

SAMPLE SALES TAX REPORT (SH0)
Sales By Transaction
Print Daily Totals=Y

```
mm/dd/yy       STORE: 01      SALES TAX BY TRANSACTION                DIM99 DATA                                    DS04208
13:37:48                      FROM: 01/01/00  TO: 01/31/00                                                          PAGE 0001

 INVOICE   CUSTOMER    CUSTOMER            INVOICE         GROSS      SUBTOTAL       NON          TAXABLE      SALES      ADDONS
 NUMBER    NUMBER      NAME                DATE            SALES                     TAXABLE      SALES        TAX

 1000368      1.000  CASH SALES1234567890  01/16/00        11.32         10.65                      10.65        .67
 1000369      1.000  CASH SALES1234567890  01/16/00        21.05         19.81                      19.81       1.24

                                          DAILY TOTAL      32.37         30.46          .00         30.46       1.91        .00

 1000370      1.000  CASH SALES1234567890  01/19/00        11.32         10.65                      10.65        .67
 1000371      1.000  CASH SALES1234567890  01/19/00        13.28         12.50                      12.50        .78
 1000372      1.000  CASH SALES1234567890  01/19/00        22.63         21.30                      21.30       1.33
 1000373      1.000  CASH SALES1234567890  01/19/00       159.38        150.00                     150.00       9.38
 1000374      1.000  CASH SALES1234567890  01/19/00         8.16          7.68                       7.68        .48

                                          DAILY TOTAL     214.77        202.13          .00        202.13      12.64        .00

 2200150   1040.000  BECK STREET CONSTRUC  01/10/00        11.47         10.82                      10.82        .65

                                          DAILY TOTAL      11.47         10.82          .00         10.82        .65        .00



                                          GRAND TOTAL      258.61        243.41          .00        243.41      15.20        .00
```

SAMPLE SALES TAX REPORT (SH0)
Sales By Tax Code

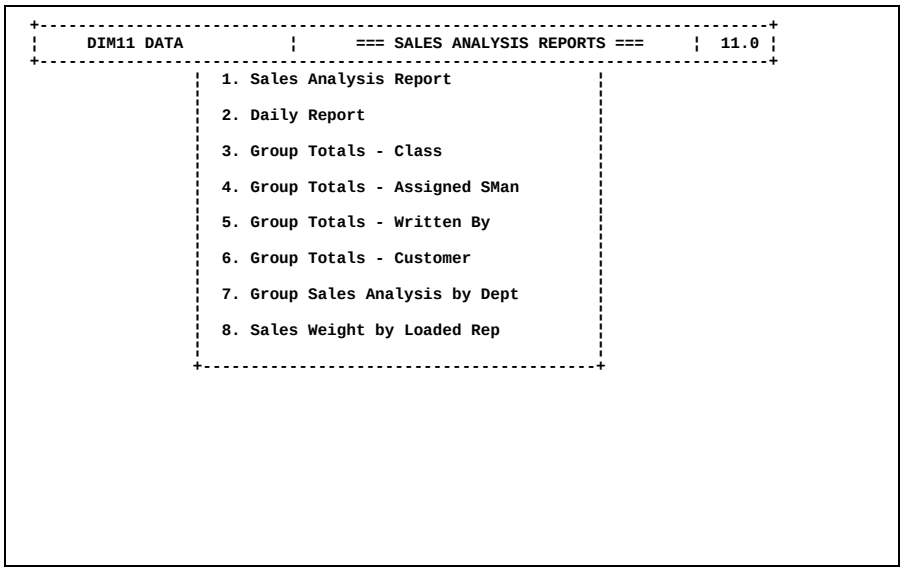
```
mm/dd/yy       STORE: 01      SALES TAX BY TAX CODE                    DIM99 DATA                                    DS04208
13:28:05                      FROM: 01/01/00  TO: 01/31/00                                                           PAGE 0001

 INVOICE   CUSTOMER    CUSTOMER            INVOICE        GROSS      SUBTOTAL       NON          TAXABLE      SALES      ADDONS
 NUMBER    NUMBER      NAME                DATE           SALES                     TAXABLE      SALES        TAX

  1  TAX CODE 1

 1000368      1.000  CASH SALES1234567890  01/16/00       11.32        10.65                      10.65        .67
 1000369      1.000  CASH SALES1234567890  01/16/00       21.05        19.81                      19.81       1.24
 1000370      1.000  CASH SALES1234567890  01/19/00       11.32        10.65                      10.65        .67
 1000371      1.000  CASH SALES1234567890  01/19/00       13.28        12.50                      12.50        .78
 1000372      1.000  CASH SALES1234567890  01/19/00       22.63        21.30                      21.30       1.33
 1000373      1.000  CASH SALES1234567890  01/19/00      159.38       150.00                     150.00       9.38
 1000374      1.000  CASH SALES1234567890  01/19/00        8.16         7.68                       7.68        .48

                                             TOTAL        247.14       232.59          .00        232.59      14.55         .00


 INVOICE   CUSTOMER    CUSTOMER            INVOICE        GROSS      SUBTOTAL       NON          TAXABLE      SALES      ADDONS
 NUMBER    NUMBER      NAME                DATE           SALES                     TAXABLE      SALES        TAX

 23  CD 23 = 20 + 22

 2200150   1040.000  BECK STREET CONSTRUC  01/10/00       11.47        10.82                      10.82        .65

                                             TOTAL         11.47        10.82          .00         10.82        .65         .00

                                                 20  ****************************    4.00          .43
                                                 22  ****************************    2.00          .22
                                                                                    ------    ----------
                                                                              TOTAL   6.00          .65


                                       GRAND TOTAL       258.61       243.41          .00        243.41      15.20         .00

etc.
```

SAMPLE SALES TAX REPORT (SH0)
Sales By Tax Code
Totals Only=Y

```
Mm/dd/yy       STORE: 01      SALES TAX BY TAX CODE                    DIM99 DATA                                    DS04208
13:42:13                      FROM: 01/01/00  TO: 01/31/00                                                           PAGE 0001

                                                    GROSS      SUBTOTAL       NON          TAXABLE      SALES      ADDONS
                                                    SALES                     TAXABLE      SALES        TAX

 1   TAX CODE 1                                     247.14       232.59          .00        232.59      14.55         .00

23   CD 23 = 20 + 22                                 11.47        10.82          .00         10.82        .65         .00
                                                        20  ****************************    4.00          .43
                                                        22  ****************************    2.00          .22
                                                                                           ------    ----------
                                                                                     TOTAL   6.00          .65


                                              GRAND TOTAL       258.61       243.41          .00        243.41      15.20         .00
```

Sales Analysis

This menu is displayed after selecting **5** for **Sales Analysis** from the **Sales Reports Menu:**


DIM11 DATA
=== SALES ANALYSIS REPORTS ===
11.0
1. Sales Analysis Report
2. Daily Report
3. Group Totals - Class
4. Group Totals - Assigned SMan
5. Group Totals - Written By
6. Group Totals - Customer
7. Group Sales Analysis by Dept
8. Sales Weight by Loaded Rep

See the following eight parts for descriptions of each report.

1. Sales Analysis Report

This report comes from the T2*ssyy*.D file. It is printed daily in the day end process. The day end update clears the current day's activity. Information on this report includes:

TODAY (current) and month-to-date sales totals by the following categories:
- Inventory groups
- Departments
- Customer class
- Assigned salesman
- Written by salesman

Plus any of the following options if selected in the Variable File:
- Customer class by group
- Assigned salesman by group
- Written by salesman by group
- Delivered by
- Loaded by
- Checked by
- Trucks

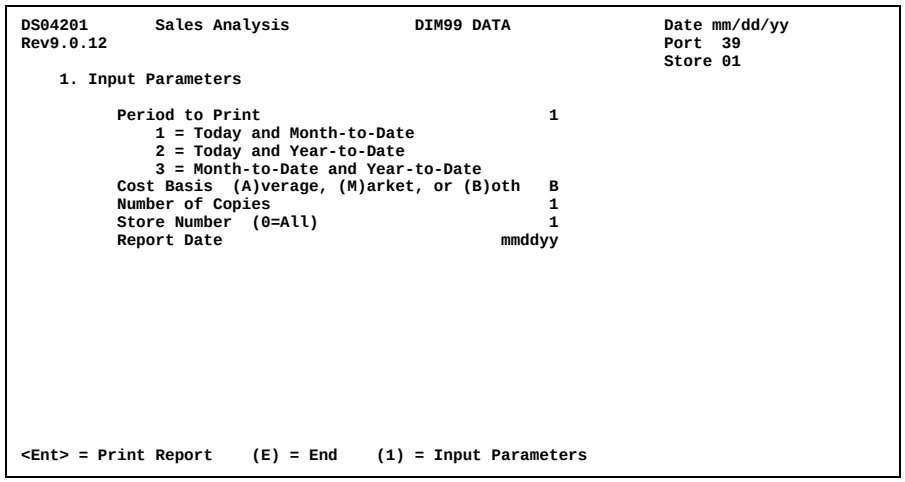
TODAY (current) and month-to-date sales totals by charge and cash tickets with net charge and cash totals

Addon activity

Tax activity

Inventory adjustment activity

Both average and market cost show in MARGIN column (A=average, M-=market)


DS04201 Sales Analysis DIM99 DATA Date mm/dd/yy
Rev9.0.12 Port 39
Store 01
1. Input Parameters
Period to Print 1
1 = Today and Month-to-Date
2 = Today and Year-to-Date
3 = Month-to-Date and Year-to-Date
Cost Basis (A)verage, (M)arket, or (B)oth B
Number of Copies 1
Store Number (0=All) 1
Report Date mmddyy
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Cost Basis (A)verage, (M)arket, or (B)oth — Enter **A** to use average cost as a basis for this report, **M** for market cost, or **B** to use both. The default is **Both**.

SAMPLE SALES ANALYSIS REPORT

mm/dd/yy STORE: 01 SALES ANALYSIS ABC COMPANY DS04201
16:34:21 ABC CO. PAGE 0001

GROUPS	TODAY UNITS	TODAY SALES	TODAY MARGIN	TODAY %	MTD UNITS	MTD SALES	MTD MARGIN	MTD %
1 DIMENSIONAL LUMBER	1,333	843.50	179.48 A	21.28	4,119	2,945.90	842.73 A	28.61
			174.35 M	20.67			714.75 M	24.26
17 GROUP 17	0	.00	.00 A		1	.71	.65 A	91.55
			.00 M				.65 M	91.55
20 DOORS	0	.00	.00 A		1	5.00	4.00 A	80.00
			.00 M				4.00 M	80.00
23 HAND TOOLS	0	.00	.00 A		2	29.36	14.68 A	50.00
			.00 M				14.68 M	50.00
27 DRYWALL ACCESSORIE	0	.00	.00 A		110	387.10	20.80 A	5.37
			.00 M				73.60 M	19.01
31 GROUP 31	0	.00	.00 A		3	25.62	10.05 A	39.23
			.00 M				10.05 M	39.23
57 **********	0	.00	.00 A		32	149.21	51.15 A	34.28
			.00 M				51.15 M	34.28
60 GROUP 60	0	.00	.00 A		8,001	62.81	43.05 A	68.54
			.00 M				43.05 M	68.54
66 GROUP 66	0	.00	.00 A		4	31.96	15.52 A	48.56
			.00 M				15.52 M	48.56
67 **********	0	.00	.00 A		1,923	449.87	216.13-A	48.04-
			.00 M				216.13-M	48.04-
68 **********	5	22.90	6.05 A	26.42	9	42.66	15.91 A	37.29
			6.05 M	26.42			15.91 M	37.29
74 GROUP 74	2	3.98	1.78 A	44.72	81	177.79	88.89 A	50.00
			1.78 M	44.72			86.29 M	48.53
77 GROUP 77	20	177.80	1.80 A	1.01	35	291.48	58.16 A	19.95
			16.50-M	9.28-			39.86 M	13.68
TOTAL	1,360	1,048.18	189.11 A	18.04	14,321	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
DEPARTMENTS	**UNITS**				**UNITS**			
0 ABC CO.	5	22.90	6.05 A	26.42	1,964	641.74	149.07-A	23.23-
			6.05 M	26.42			149.07-M	23.23-
1 LUMBER & HARDWARE	1,355	1,025.28	183.06 A	17.85	12,356	3,952.73	1,094.53 A	27.69
			159.63 M	15.57			998.45 M	25.26
2 DOORS & WINDOWS	0	.00	.00 A		1	5.00	4.00 A	80.00
			.00 M				4.00 M	80.00
TOTAL	1,360	1,048.18	189.11 A	18.04	14,321	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
CUSTOMER CLASS	**TICKETS**				**TICKETS**			
1 RETAIL CUSTOMERS	3	881.40	114.88 A	13.03	34	1,237.63	29.49-A	2.38-
			109.75 M	12.45			36.06-M	2.91-
2 SMALL CONTRACTOR	2	22.90	6.05 A	26.42	3	29.19	10.51 A	36.01
			6.05 M	26.42			10.51 M	36.01
3 LARGE CONTRACTOR	2	143.88	68.18 A	47.39	12	3,332.65	968.44 A	29.06
			49.88 M	34.67			878.93 M	26.37
TOTAL	7	1,048.18	189.11 A	18.04	49	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
ASSIGNED SALESMAN	**TICKETS**				**TICKETS**			
1 TOM ATKINS	7	1,048.18	189.11 A	18.04	49	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
TOTAL	7	1,048.18	189.11 A	18.04	49	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
WRITTEN BY	**TICKETS**				**TICKETS**			
1 TOM ATKINS	7	1,048.18	189.11 A	18.04	49	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
TOTAL	7	1,048.18	189.11 A	18.04	49	4,599.47	949.46 A	20.64
			165.68 M	15.81			853.38 M	18.55
DELIVERED BY	**TICKETS**				**TICKETS**			
44 **********	0	.00	.00 A		1	450.90	115.90 A	25.70
			.00 M				136.90 M	30.36
TOTAL	0	.00	.00 A		1	450.90	115.90 A	25.70
			.00 M				136.90 M	30.36
TRUCK	**TICKETS**				**TICKETS**			
1 TRUCK ONE	0	.00	.00 A		1	172.06	50.25 A	29.20
			.00 M				50.25 M	29.20
TOTAL	0	.00	.00 A		1	172.06	50.25 A	29.20
			.00 M				50.25 M	29.20

cont.

```
mm/dd/yy       STORE: 01   SALES ANALYSIS                ABC COMPANY                                              DS04201
16:34:21                                                 ABC CO.                                                  PAGE 0002


                          ---------------------- TODAY ---------------------- ---------------------- MTD ----------------------
CHARGE                       TICKETS         SALES         MARGIN       %        TICKETS         SALES         MARGIN       %
    INVOICES                       6        471.18          13.11 A   2.78             17      3,666.24         917.83 A  25.03
                                                             6.32-M   1.34-                                     827.19 M  22.56
                          ----------  ------------  ------------  -------     ----------  ------------  ------------  -------
       NET CHANGE                  6        471.18          13.11 A   2.78             17      3,666.24         917.83 A  25.03
                                                             6.32-M   1.34-                                     827.19 M  22.56

CASH

    INVOICES                       1        577.00         176.00 A  30.50             32        933.23          31.63 A   3.39
                                                           172.00 M  29.81                                      26.19 M   2.81
                          ----------  ------------  ------------  -------     ----------  ------------  ------------  -------
       NET CASH                    1        577.00         176.00 A  30.50             32        933.23          31.63 A   3.39
                                                           172.00 M  29.81                                      26.19 M   2.81


    NET CHANGE & CASH              7      1,048.18         189.11 A  18.04             49      4,599.47         949.46 A  20.64
                                                           165.68 M  15.81                                     853.38 M  18.55


ADDONS                                    AMOUNT          MEMO                                  AMOUNT          MEMO

 2  DELIVERY                                .00                                                  20.00
 3  -10% RESTOCKING                        2.29-                                                 2.29-
                                     ------------                                          ------------
                  TOTAL                   2.29-                                                17.71


TAX                                         TAX       TAXABLE     NONTAXABLE                     TAX       TAXABLE     NONTAXABLE

 1  STATE SALES TAX                         53.69           .00           .00                    231.90           .00           .00
                                     ------------  ------------  ------------            ------------  ------------  ------------
                  TOTAL                   53.69           .00           .00                    231.90           .00           .00



            GRAND TOTAL                1,099.58                                               4,849.08


INVENTORY ADJUSTMENTS

    SALES                                          1,048.18                                                4,599.47
         AVERAGE COST                     859.07                                               3,650.01
         ADJUSTMENTS                   14,247.60-                                            14,285.80-
         VALUE CORRECTIONS                 .00                                                 27.50
    ADJUSTED COST                                 13,388.53-                                             10,608.29-
                                                 ------------                                           ------------
    MARGIN AFTER ADJUSTMENTS                      14,436.71   1377.31 %                                  15,207.76    330.64 %
```

2. Daily Report

The information on this report comes from the T2ssyy.D file. It is printed daily in the day end process. The day end update clears the current day's activity. Information on this report includes:

TODAY (current) and month-to-date recap of sales, addons, and tax for charge and cash transactions

Cash settlement to balance cash drawer (cash, change given, checks, VISA, MasterCard, other cards, and miscellaneous or the corresponding payment description you set up in the Variable File

A/R summary showing:

- Beginning balance
- Invoices, returns, and transfers (from POS)
- Payments (from Cash Receipts)
- Discounts given (from Cash Receipts)
- Finance charges charged (from month end generated finance charges)
- Finance charges written off (from Cash Receipts)
- Other G/L adjustments (from Cash Receipts)

Deposit summary

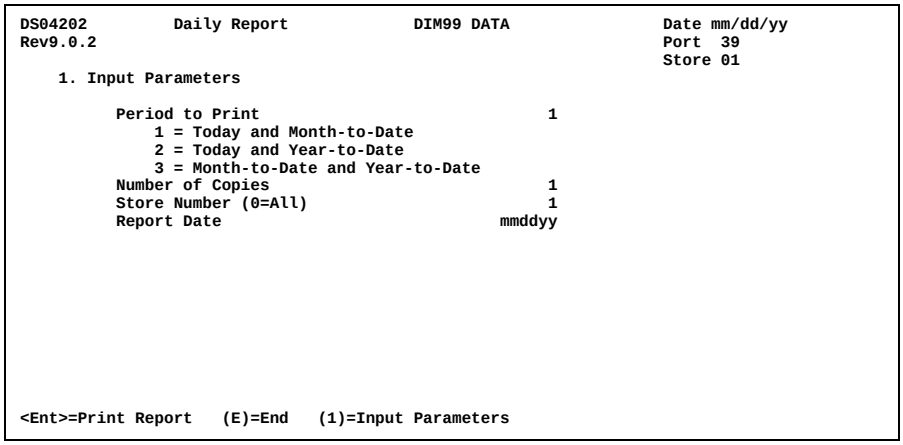
Memo only information showing:

- Statement discounts
- Cash receipts bank (from Cash Receipts)
- Cash transactions (from POS)
- Total cash to account for

Inventory summary showing:

- Beginning balance
- Purchases (from Receiving)
- Adjustments (from Inventory Adjustments)

Inventory sold (from POS)


DS04202 Daily Report DIM99 DATA Date mm/dd/yy
Rev9.0.2 Port 39
Store 01
1. Input Parameters
Period to Print 1
1 = Today and Month-to-Date
2 = Today and Year-to-Date
3 = Month-to-Date and Year-to-Date
Number of Copies 1
Store Number (0=All) 1
Report Date mmddyy
<Ent>=Print Report (E)=End (1)=Input Parameters

SAMPLE DAILY REPORT

```
mm/dd/yy       STORE 01    DAILY REPORT                  ABC COMPANY                                                    DS04202
16:43:21                                                 ABC CO.

                 -------------------------TODAY-------------------------  ------------------------- MTD -------------------------
                          SALES       ADDONS          TAX         TOTAL          SALES       ADDONS          TAX         TOTAL
CHARGE
    INVOICES            471.18         2.29-       28.63        497.52       3,666.24         2.29-      175.55       3,839.50
    RETURNS                .00           .00         .00           .00           .00           .00         .00           .00
                    ------------  -----------  ----------  ------------  ------------  -----------  ----------  ------------
        NET CHARGE      471.18         2.29-       28.63        497.52       3,666.24         2.29-      175.55       3,839.50

CASH
    INVOICES            577.00           .00       25.06        602.06         933.23        20.00       56.35       1,009.58
    RETURNS                .00           .00         .00           .00           .00           .00         .00           .00
                    ------------  -----------  ----------  ------------  ------------  -----------  ----------  ------------
        NET CASH        577.00           .00       25.06        602.06         933.23        20.00       56.35       1,009.58

        NET SALES     1,048.18         2.29-       53.69      1,099.58       4,599.47        17.71      231.90       4,849.08

    CASH IN/OUT           .00           .00         .00           .00           .00           .00         .00           .00



    TRANSFERS             .00           .00         .00           .00      11,067.34-         .00       14.38-    11,081.72-
                    ------------  -----------  ----------  ------------  ------------  -----------  ----------  ------------
        TOTAL         1,048.18         2.29-       53.69      1,099.58       6,467.87-        17.71      217.52       6,232.64-

                                  TODAY            MTD                                                      TODAY            MTD
CASH TRANSACTIONS                AMOUNT          AMOUNT          CASH SETTLEMENT                         AMOUNT          AMOUNT

    INVOICES                     602.06       1,009.58             CASH                                     .00          345.56
    RETURNS                         .00           .00             CHANGE GIVEN                             .00            .00
    CASH IN/OUT                     .00           .00
    DEPOSITS RECEIVED               .00          2.00                 NET CASH                             .00          345.56
    DEPOSITS USED                   .00          2.00-
                                -------------  -------------         CHECKS                                   .00           23.89
        TOTAL                    602.06       1,009.58             VISA                                  602.06          606.18
                                                                   M/C                                      .00           27.92
A/R SUMMARY                                                                                          -------------  -------------
    BEGINNING BALANCE         26,655.45       22,076.18                TOTAL                            602.06       1,003.55
    INVOICES                     497.52       3,839.50
    RETURNS                         .00           .00
    TRANSFERS                       .00           .00         DEPOSIT SUMMARY
    PAYMENTS                    861.03-         961.03-
    DISCOUNTS GIVEN                 .00           .00             BEGINNING BALANCE                  1,196.16       1,196.16
    F/C CHARGED                     .00           .00             DEPOSITS RECEIVED                     .00           2.00
    F/C WRITTEN OFF                 .00           .00             DEPOSITS USED                         .00           2.00-
    G/L ADJUSTMENTS                 .00           .00                                                -------------  -------------
                                -------------  -------------            ENDING BALANCE                 1,196.16       1,196.16
       ENDING BALANCE         26,291.94       24,954.65

** MEMO **                                                      INVENTORY SUMMARY

   STATEMENT DISCOUNTS             5.96          46.69             BEGINNING BALANCE                 26,472.45      29,492.01
                                                                   PURCHASES                            538.09         568.73
   CASH RECEIPTS BANK            861.03         961.03             ADJUSTMENTS                       14,247.60      14,258.30
   CASH TRANSACTIONS             602.06       1,009.58             INVENTORY SOLD                       859.07-      3,919.97-
                                -------------  -------------                                          -------------  -------------


     CASH TO ACCOUNT FOR       1,463.09       1,970.61                 ENDING BALANCE                 40,399.07      40,399.07
```

3. Group Totals – Class

Prints a report showing sales, cost, margin, and percent by group in customer class order. This information comes from the TOTG0.D file. It is saved there only if you selected to save class by group in the Variable File for Sales, Miscellaneous Codes, History.

```
DS003311    Print Class by Group     DIM11 DATA                  Date  mm/dd/yy
Rev10.0.3                                                        Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Class Number                          1
          Ending    Class Number                         99
          Cost Basis  (A)verage, (M)arket, (B)oth        B
          Summarize by Group (Y/N)                       N
          Number of Copies                               1
          Store Number                                   1
          Report Date                                 mmddyy



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Cost Basis (A)verage, (M)arket, or (B)oth — Enter **A** to use average cost as a basis for this report, **M** for market cost, or **B** to use both. The default is **Both**.

Summarize by Group (Y/N) — Enter **Y** to summarize the range of classes defined in the input parameters. Print a total for each group. Or enter **N** to leave the customer classes separate.

SAMPLE GROUP TOTALS – CLASS REPORT
Summarize by Group = Y

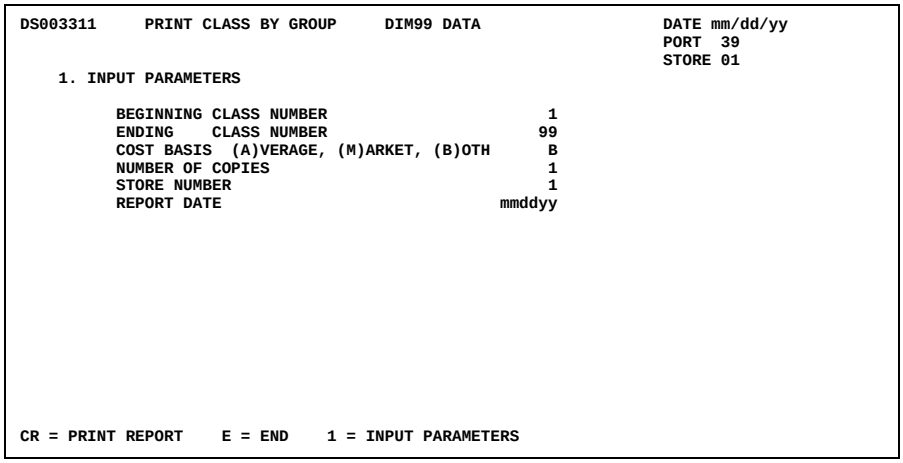
```
mm/dd/yy      STORE: 01  SALES ANALYSIS -- CLASS BY GROUP     DIM11 DATA                                          DS003311
16:32:42                                                                                                       PAGE 0001

                        ---------- MONTH TO DATE ----------     ---------- YEAR TO DATE ----------

                        UNITS      SALES       COST      MARGIN      %     UNITS      SALES       COST      MARGIN      %

Totals for Class Range : 1 to 2

 1  ***  GROUP 1  ***       0        .00        .00         .00     .00       639     282.23     180.80      101.43   35.93
                                                .00         .00     .00                        176.15      106.08   37.58
 2  ***  GROUP 2  ***       0        .00        .00         .00     .00       210    1348.20     922.30      425.90   31.59
                                                .00         .00     .00                      53052.30    51704.10- *35.04-
 3  ***  GROUP 3  ***       0        .00        .00         .00     .00       201      20.10      15.99        4.11   20.44
                                                .00         .00     .00                         15.07        5.03   25.02
 4  ***  GROUP 4  ***       0        .00        .00         .00     .00        80     153.60     111.52       42.08   27.39
                                                .00         .00     .00                        688.00      534.40- 347.91-
10  *** GROUP 10 ***       0        .00        .00         .00     .00         7      23.81      23.81         .00     .00
                                                .00         .00     .00                         23.81         .00     .00
11  *** GROUP 11 ***       0        .00        .00         .00     .00        52       1.56        .56         1.00   64.10

12  *** GROUP 12 ***      26      56.00      13.50       42.50   75.89        26      56.00      13.50       42.50   75.89
                                              14.00       42.00   75.00                          14.00       42.00   75.00
17  *** GROUP 17 ***       0        .00        .00         .00     .00       187     316.03     190.13      125.90   39.83
                                                .00         .00     .00                        205.13      110.90   35.09
21  *** GROUP 21 ***       0        .00        .00         .00     .00         5     642.88     555.37       87.51   13.61
                                                .00         .00     .00                        307.52      335.36   52.16
28  *** GROUP 28 ***       0        .00        .00         .00     .00        15      79.90      79.90         .00     .00
                                                .00         .00     .00                         86.50        6.60-   8.26-
30  *** GROUP 30 ***       0        .00        .00         .00     .00        25      30.46      29.75         .71    2.33
                                                .00         .00     .00                         29.75         .71    2.33
33  *** GROUP 33 ***       0        .00        .00         .00     .00         1        .78        .49         .29   37.17
                                                .00         .00     .00                          .49         .29   37.17
34  *** GROUP 34 ***       0        .00        .00         .00     .00       101    1037.06     978.50       58.56    5.64
                                                .00         .00     .00                        974.75       62.31    6.00
35  *** GROUP 35 ***      20      207.80      207.80         .00     .00        20     207.80     207.80         .00     .00
                                              207.80         .00     .00                        207.80         .00     .00
48  *** GROUP 48 ***      10      414.10      200.00      214.10   51.70        10     414.10     200.00      214.10   51.70
                                              200.00      214.10   51.70                        200.00      214.10   51.70
60  *** GROUP 60 ***     320      199.70      179.30       20.40   10.21      3520    2196.70    1972.30      224.40   10.21
                                              128.00       71.70   35.90                       1408.00      788.70   35.90

         GRAND TOTALS     376      877.60      600.60      277.00   31.56      5099    6811.21    5482.72     1328.49   19.50
                                              549.80      327.80   37.35                      57414.33    50603.12- 742.93-
```

Summarize by Group = N

```
mm/dd/yy       STORE: 01  SALES ANALYSIS -- CLASS BY GROUP     DIM11 DATA                                          DS003311
16:34:04                                                                                                          PAGE 0001

                        ---------- MONTH TO DATE ----------     ---------- YEAR TO DATE ----------

                        UNITS       SALES        COST       MARGIN       %     UNITS       SALES        COST       MARGIN       %

CLASS  1  CUSTOMER CLASS - 1

 1  ***  GROUP 1  ***                .00         .00          .00     .00       639      282.23      180.80      101.43   35.93
                                                 .00          .00     .00                           176.15      106.08   37.58
 2  ***  GROUP 2  ***                .00         .00          .00     .00       210     1348.20      922.30      425.90   31.59
                                                 .00          .00     .00                         53052.30    51704.10- *35.04-
 3  ***  GROUP 3  ***                .00         .00          .00     .00       201       20.10       15.99        4.11   20.44
                                                 .00          .00     .00                            15.07        5.03   25.02
 4  ***  GROUP 4  ***                .00         .00          .00     .00        80      153.60      111.52       42.08   27.39
                                                 .00          .00     .00                           688.00      534.40- 347.91-
10  *** GROUP 10 ***                .00         .00          .00     .00         7       23.81       23.81         .00     .00
                                                 .00          .00     .00                            23.81         .00     .00
11  *** GROUP 11 ***                .00         .00          .00     .00        52        1.56         .56        1.00   64.10

12  *** GROUP 12 ***         26     56.00       13.50        42.50   75.89      26       56.00       13.50       42.50   75.89
                                                14.00        42.00   75.00                            14.00       42.00   75.00
17  *** GROUP 17 ***                .00         .00          .00     .00       187      316.03      190.13      125.90   39.83
                                                 .00          .00     .00                           205.13      110.90   35.09
21  *** GROUP 21 ***                .00         .00          .00     .00         5      642.88      555.37       87.51   13.61
                                                 .00          .00     .00                           307.52      335.36   52.16
28  *** GROUP 28 ***                .00         .00          .00     .00        15       79.90       79.90         .00     .00
                                                 .00          .00     .00                            86.50        6.60-   8.26-
30  *** GROUP 30 ***                .00         .00          .00     .00        25       30.46       29.75         .71    2.33
                                                 .00          .00     .00                            29.75         .71    2.33
33  *** GROUP 33 ***                .00         .00          .00     .00         1         .78         .49         .29   37.17
                                                 .00          .00     .00                              .49         .29   37.17
34  *** GROUP 34 ***                .00         .00          .00     .00       101     1037.06      978.50       58.56    5.64
                                                 .00          .00     .00                           974.75       62.31    6.00
35  *** GROUP 35 ***         20    207.80      207.80          .00     .00        20      207.80      207.80         .00     .00
                                               207.80          .00     .00                           207.80         .00     .00
60  *** GROUP 60 ***        320    199.70      179.30        20.40   10.21      3520     2196.70     1972.30      224.40   10.21
                                               128.00        71.70   35.90                          1408.00      788.70   35.90

                TOTAL       366    463.50      400.60        62.90   13.57      5089     6397.11     5282.72     1114.39   17.42
                                               349.80       113.70   24.53                         57214.33    50817.22- 794.37-

CLASS  2  CUSTOMER CLASS - 2

48  *** GROUP 48 ***         10    414.10      200.00       214.10   51.70        10      414.10      200.00      214.10   51.70
                                               200.00       214.10   51.70                          200.00      214.10   51.70

                TOTAL        10    414.10      200.00       214.10   51.70        10      414.10      200.00      214.10   51.70
                                               200.00       214.10   51.70                          200.00      214.10   51.70

          GRAND TOTALS      376    877.60      600.60       277.00   31.56      5099     6811.21     5482.72     1328.49   19.50
                                               549.80       327.80   37.35                         57414.33    50603.12- 742.93-
```

4. Group Totals – Assigned Sman (Salesman)

Prints a report showing sales, cost, margin, and percent by group in assigned salesman order. This information comes from the TOTG0.D file. It is saved there only if you selected to save assigned salesman by group in the Variable File for Sales, Miscellaneous Codes, History.

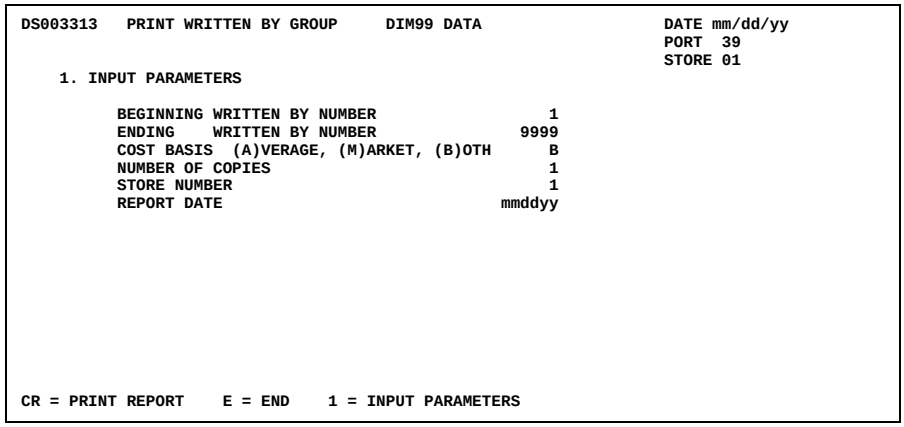

DS003311 PRINT CLASS BY GROUP DIM99 DATA
DATE mm/dd/yy
PORT 39
STORE 01
1. INPUT PARAMETERS
BEGINNING CLASS NUMBER 1
ENDING CLASS NUMBER 99
COST BASIS (A)VERAGE, (M)ARKET, (B)OTH B
NUMBER OF COPIES 1
STORE NUMBER 1
REPORT DATE mmddyy
CR = PRINT REPORT E = END 1 = INPUT PARAMETERS

Special and Unique Input Parameters

Cost Basis (A)verage, (M)arket, or (B)oth — Enter **A** to use average cost as a basis for this report, **M** for market cost, or **B** to use both. The default is **Both**.

5. Group Totals – Written By

Prints a report showing sales, cost, margin, and percent by group in written by salesman order. This information comes from the TOTG0.D file. It is saved there only if you selected to save written by salesman by group in the Variable File for Sales, Miscellaneous Codes, History.


DS003313 PRINT WRITTEN BY GROUP DIM99 DATA
DATE mm/dd/yy
PORT 39
STORE 01
1. INPUT PARAMETERS
BEGINNING WRITTEN BY NUMBER 1
ENDING WRITTEN BY NUMBER 9999
COST BASIS (A)VERAGE, (M)ARKET, (B)OTH B
NUMBER OF COPIES 1
STORE NUMBER 1
REPORT DATE mmddyy
CR = PRINT REPORT E = END 1 = INPUT PARAMETERS

Special and Unique Input Parameters

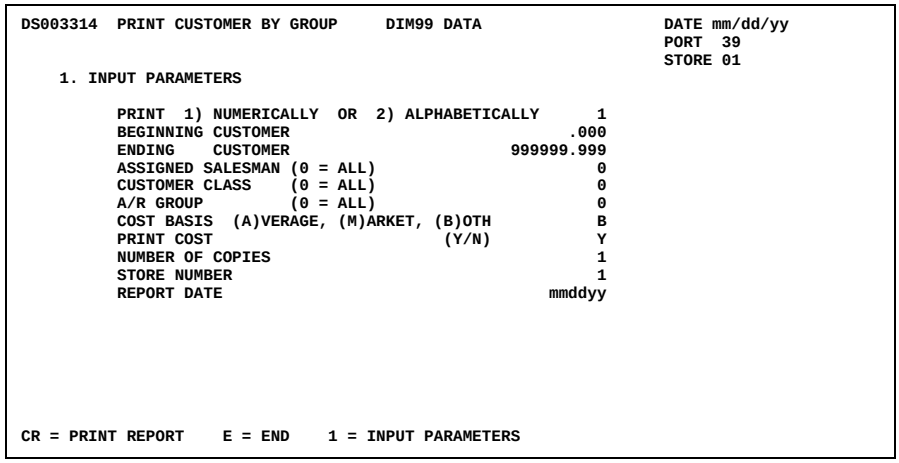
Cost Basis (A)verage, (M)arket, or (B)oth — Enter **A** to use average cost as a basis for this report, **M** for market cost, or **B** to use both. The default is **Both**.

SAMPLE GROUP TOTALS - WRITTEN BY REPORT

```
mm/dd/yy       STORE: 01  SALES ANALYSIS -- WRITTEN BY GROUP  ABC COMPANY                                        DS003313
16:47:53                                                                                                        PAGE 0001

                        ---------- MONTH TO DATE ----------     ---------- YEAR TO DATE ----------

                        UNITS      SALES       COST      MARGIN      %     UNITS      SALES       COST      MARGIN      %

WRITTEN BY   1  TOM ATKINS

 1  DIMENSIONAL LUMBER    2999    2287.80   1572.83 A   714.97   31.25      4725    3345.53   2555.02 A   790.51   23.62
                                           1691.78 M   596.02   26.05                        2675.68 M   669.85   20.02
17  GROUP 17                 1        .71       .06 A      .65   91.54         1        .71       .06 A      .65   91.54
                                                .06 M      .65   91.54                          .06 M      .65   91.54
20  DOORS                    1       5.00      1.00 A     4.00   80.00       321     139.40    100.41 A    38.99   27.96
                                           1.00 M     4.00   80.00                        100.41 M    38.99   27.96
23  HAND TOOLS               2      29.36     14.68 A    14.68   50.00         2      29.36     14.68 A    14.68   50.00
                                          14.68 M    14.68   50.00                         14.68 M    14.68   50.00
27  DRYWALL ACCESSORIE     196     721.96    640.98 A    80.98   11.21       226     818.86    726.48 A    92.38   11.28
                                          558.60 M   163.36   22.62                        644.10 M   174.76   21.34
31  GROUP 31                 6      51.24     31.14 A    20.10   39.22         6      51.24     31.14 A    20.10   39.22
                                          31.14 M    20.10   39.22                         31.14 M    20.10   39.22
37  ******************                .00       .00        .00     .00       105    5054.05       .00 A  5054.05  100.00
                                                .00 M      .00     .00                          .00 M  5054.05  100.00
57  ******************      32     149.21     98.06 A    51.15   34.28        32     149.21     98.06 A    51.15   34.28
                                          98.06 M    51.15   34.28                         98.06 M    51.15   34.28
60  GROUP 60              8001      62.81     19.76 A    43.05   68.54      8001      62.81     19.76 A    43.05   68.54
                                          19.76 M    43.05   68.54                         19.76 M    43.05   68.54
66  GROUP 66                 5      39.95     20.55 A    19.40   48.56         5      39.95     20.55 A    19.40   48.56
                                          20.55 M    19.40   48.56                         20.55 M    19.40   48.56
67  ******************    1923     449.87    666.00 A   216.13-  48.04-     1923     449.87    666.00 A   216.13-  48.04-
                                          666.00 M   216.13-  48.04-                       666.00 M   216.13-  48.04-
68  ******************       5      26.75     10.65 A    16.10   60.18         5      26.75     10.65 A    16.10   60.18
                                          10.65 M    16.10   60.18                         10.65 M    16.10   60.18
74  GROUP 74                88     190.82     94.80 A    96.02   50.31       105     223.55    112.50 A   111.05   49.67
                                          97.40 M    93.42   48.95                        116.30 M   107.25   47.97
77  GROUP 77                34     284.31    150.28 A   134.03   47.14        79     808.86    451.88 A   356.98   44.13
                                          150.28     134.03   47.14                        451.88     356.98   44.13
97  GROUP 97                 1     800.00    525.26 A   274.74   34.34        21    1000.00    645.26 A   354.74   35.47
                                          525.00 M   275.00   34.37                        625.00 M   375.00   37.50
99  GROUP 99                         .00       .00 A      .00     .00        14     424.37    259.23 A   165.14   38.91
                                                .00 M      .00     .00                        259.23 M   165.14   38.91

                TOTAL   13294    5099.79   3846.05 A  1253.74   24.58     15571   12624.52   5711.68 A  6912.84   54.75
                                          3884.96 M  1214.83   23.82                       5733.50 M  6891.02   54.58

WRITTEN BY   2  JANE FONDA

 1  DIMENSIONAL LUMBER                .00       .00 A      .00     .00      4260    2988.56   2093.89 A   894.67   29.93
                                                .00 M      .00     .00                       2113.98 M   874.58   29.26
 5  TRY OUT                           .00       .00 A      .00     .00    446445     284.10    246.60 A    37.50   13.19
                                                .00 M      .00     .00                        247.20 M    36.90   12.98
20  DOORS                             .00       .00        .00     .00      7040    2719.60   2186.93     532.67   19.58
                                                .00 M      .00     .00                       2186.93 M   532.67   19.58
37  ******************                .00       .00 A      .00     .00        55    3284.55       .00 A  3284.55  100.00
                                                .00 M      .00     .00                          .00 M  3284.55  100.00
99  GROUP 99                          .00       .00 A      .00     .00        10     199.90    115.30 A    84.60   42.32
                                                .00 M      .00     .00                        115.30 M    84.60   42.32

                TOTAL       0         .00       .00 A      .00     .00    457810    9476.71   4642.72 A  4833.99   51.00
                                                .00 M      .00     .00                       4663.41 M  4813.30   50.79

WRITTEN BY   3  TED TURNER

 1  DIMENSIONAL LUMBER                .00       .00 A      .00     .00      1652     943.54    688.13 A   255.41   27.06
                                                .00 M      .00     .00                        722.28 M   221.26   23.44
12  PLYWOOD                           .00       .00 A      .00     .00      3200    1514.00   1440.00 A    74.00    4.88
                                                .00        .00     .00                       1440.00      74.00    4.88
99  GROUP 99                          .00       .00 A      .00     .00         5      13.45      6.40 A     7.05   52.41
                                                .00 M      .00     .00                          6.40 M     7.05   52.41

                TOTAL       0         .00       .00 A      .00     .00      4857    2470.99   2134.53 A   336.46   13.61
                                                .00 M      .00     .00                       2168.68 M   302.31   12.23

WRITTEN BY   4  ZSA ZSA SCHULTZ

99  GROUP 99                          .00       .00 A      .00     .00         6    1353.00    656.55 A   696.45   51.47
                                                .00 M      .00     .00                        656.55 M   696.45   51.47

                TOTAL       0         .00       .00 A      .00     .00         6    1353.00    656.55 A   696.45   51.47
                                                .00 M      .00     .00                        656.55 M   696.45   51.47

WRITTEN BY   5  HARRY KARRY

27  DRYWALL ACCESSORIE                .00       .00 A      .00     .00       10-     37.10-     38.90-A     1.80    4.85-
                                                .00 M      .00     .00                         39.60-M     2.50    6.73-

                TOTAL       0         .00       .00 A      .00     .00       10-     37.10-     38.90-A     1.80    4.85-
                                                .00 M      .00     .00                         39.60-M     2.50    6.73-

         GRAND TOTALS   13294    5099.79   3846.05 A  1253.74   24.58    478234   25888.12   13106.58 A  12781.54   49.37
                                          3884.96 M  1214.83   23.82                      13182.54 M  12705.58   49.07
```

6. Group Totals – Customer

Prints a report showing sales, cost, margin, and percent by group in customer number order. This information comes from the TOTG0.D file. It is saved there only if you selected to save inventory group history by individual customer in the Customer Master File (CM1.D). This is determined for each customer.


DS003314 PRINT CUSTOMER BY GROUP DIM99 DATA
DATE mm/dd/yy
PORT 39
STORE 01
1. INPUT PARAMETERS
PRINT 1) NUMERICALLY OR 2) ALPHABETICALLY 1
BEGINNING CUSTOMER .000
ENDING CUSTOMER 999999.999
ASSIGNED SALESMAN (0 = ALL) 0
CUSTOMER CLASS (0 = ALL) 0
A/R GROUP (0 = ALL) 0
COST BASIS (A)VERAGE, (M)ARKET, (B)OTH B
PRINT COST (Y/N) Y
NUMBER OF COPIES 1
STORE NUMBER 1
REPORT DATE mmddyy
CR = PRINT REPORT E = END 1 = INPUT PARAMETERS

Special and Unique Input Parameters

Cost Basis (A)verage, (M)arket, or (B)oth — Enter **A** to use average cost as a basis for this report, **M** for market cost, or **B** to use both. The default is **Both**.

Print Cost (Y/N) — Enter **Y** if you wish to print the cost as selected above or **N** if not.

SAMPLE GROUP TOTALS - CUSTOMER REPORT

```
mm/dd/yy      STORE: 01        SALES ANALYSIS -- GROUP BY CUSTOMER     ABC COMPANY                                    DS003314
16:51:16                                                                                                          PAGE 0001

                        ---------- MONTH TO DATE ----------     ---------- YEAR TO DATE ----------

                        UNITS      SALES       COST      MARGIN      %     UNITS      SALES       COST      MARGIN      %

CUSTOMER   1300.000  JOHN MADDEN

 1  DIMENSIONAL LUMBER              .00        .00 A       .00     .00      2832    1880.25    1325.39 A    554.86   29.50
                                               .00 M       .00     .00                        1322.38 M    557.87   29.66
20  DOORS                           .00        .00 A       .00     .00       640     259.20     198.82 A     60.38   23.29
                                               .00 M       .00     .00                         198.82 M     60.38   23.29
23  HAND TOOLS                      .00        .00 A       .00     .00         5      73.40      36.70 A     36.70   50.00
                                               .00 M       .00     .00                          36.70 M     36.70   50.00
99  GROUP 99                        .00        .00 A       .00     .00        10     199.90     115.30 A     84.60   42.32
                                               .00 M       .00     .00                         115.30 M     84.60   42.32

               TOTAL       0        .00        .00 A       .00     .00      3487    2412.75    1676.21 A    736.54   30.52
                                               .00 M       .00     .00                        1673.20 M    739.55   30.65


CUSTOMER   3300.000  LUMBER YARD #5

37  ******************              .00        .00 A       .00     .00        25    1754.75        .00 A   1754.75  100.00
                                               .00 M       .00     .00                           .00 M   1754.75  100.00

               TOTAL       0        .00        .00 A       .00     .00        25    1754.75        .00 A   1754.75  100.00
                                               .00 M       .00     .00                           .00 M   1754.75  100.00


CUSTOMER   3600.000  BRICKYARD #5

37  ******************              .00        .00 A       .00     .00        20    1009.80        .00 A   1009.80  100.00
                                               .00 M       .00     .00                           .00 M   1009.80  100.00

               TOTAL       0        .00        .00 A       .00     .00        20    1009.80        .00 A   1009.80  100.00
                                               .00 M       .00     .00                           .00 M   1009.80  100.00


CUSTOMER   4500.250  HOME QUARTERS WAREHOUSE, INC

 1  DIMENSIONAL LUMBER              .00        .00 A       .00     .00     39132   20531.42   19504.30 A   1027.12    5.00
                                               .00 M       .00     .00                       17912.22 M   2619.20   12.75
16  NAILS                           .00        .00 A       .00     .00         3     293.62     217.50 A     76.12   25.92
                                               .00 M       .00     .00                         217.50 M     76.12   25.92
19  WINDOWS                         .00        .00 A       .00     .00         4     388.80     216.00 A    172.80   44.44
                                               .00 M       .00     .00                         216.00 M    172.80   44.44
20  DOORS                           .00        .00 A       .00     .00         5     489.33     277.40 A    211.93   43.31
                                               .00 M       .00     .00                         277.40 M    211.93   43.31

               TOTAL       0        .00        .00 A       .00     .00     39144   21703.17   20215.20 A   1487.97    6.85
                                               .00 M       .00     .00                       18623.12 M   3080.05   14.19


CUSTOMER   4500.500  HOME QUARTERS WAREHOUSE, INC

 1  DIMENSIONAL LUMBER              .00        .00 A       .00     .00     38534   20227.41   21726.39 A   1498.98-   7.41-
                                               .00 M       .00     .00                       14637.71 M   5589.70   27.63
12  PLYWOOD                         .00        .00 A       .00     .00      6400    3447.36    2610.01 A    837.35   24.28
                                               .00 M       .00     .00                        2825.60 M    621.76   18.03

               TOTAL       0        .00        .00 A       .00     .00     44934   23674.77   24336.40 A    661.63-   2.79-
                                               .00 M       .00     .00                       17463.31 M   6211.46   26.23


CUSTOMER 210000.000  EDDIE LUMBER SHOP

77  GROUP 77                2      23.18      11.34 A     11.84   51.07         2      23.18      11.34 A     11.84   51.07
                                              11.34 M     11.84   51.07                            11.34 M     11.84   51.07


TOTAL       2      23.18      11.34      11.84   51.07         2      23.18      11.34      11.84   51.07
                                              11.34 M     11.84   51.07                            11.34 M     11.84   51.07

         GRAND TOTALS       2      23.18      11.34 A     11.84   51.07     87612   50578.42   46239.15 A   4339.27    8.57
                                              11.34 M     11.84   51.07                        37770.97 M  12807.45   25.32
```

7. Group Sales Analysis by Department

Prints a report showing information from the T2*ssyy*.D file for sales information and either IM2.D or IMH.D to provide GMROI, turns, and values. If the report is printed during the middle of the day, it reflects sales up to the time the report is printed.

```
DS04209    Group Sales Analysis By Department     DIM99 DATA       Date mm/dd/yy
Rev9.0.3                                                           Port  39
                                                                   Store 01

    1. Input Parameters
          Beginning Department                          0
          Ending    Department                         99
          Print Todays Totals                (Y/N)    Y
          Print Month-To-Date                (Y/N)    Y
          Print  Year-To-Date                (Y/N)    N
          Print Average, Market, or Both  (A/M/B)    B
          Page Break Between Departments     (Y/N)    Y
          Use: 1) 12-Mo Revolving,  2) Current YTD    1
          Number of Copies                            1
          Store Number                                1
          Report Date                            mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE GROUP SALES ANALYSIS BY DEPARTMENT

```
mm/dd/yy    STORE:01       GROUP SALES ANALYSIS BY DEPARTMENT                ABC COMPANY                    DS04209
15:26:06  PERIOD 03                  CURRENT YTD                             ABC COMPANY                    PAGE 0001

                                                 AVERAGE  AVERAGE      MARKET  MARKET
                          UNITS     SALES        MARGIN  MARGIN %      MARGIN  MARGIN %   GMROI    TURNS     VALUE


DEPT   1     LUMBER & PLYWOOD
  1 DIMENSION          DAY      2     144.80       36.40   25.14 %       43.40   29.97 %
                       MTD     58   3,677.10      944.72   25.69 %      968.03   26.33 %   23.16      .67   48584.00
 12 PLYWOOD            DAY      0        .00         .00     .00 %         .00     .00 %
                       MTD     32   1,508.19      113.78-   7.54-%       50.51-   3.35-%    6.38-     .91   21283.00
 15 DRYWALL PRODUCTS   DAY      0        .00         .00     .00 %         .00     .00 %
                       MTD      0       1.82         .47   25.82 %         .47   25.82 %     .35-     .01-   2272.00-
 17 DIRECT DIMENSIONAL DAY      0        .00         .00     .00 %         .00     .00 %
                       MTD    101   5,290.00    1,190.00   22.50 %    1,190.00   22.50 %     .35-     .01-   2272.00-
 18 REBAR PRODUCTS     DAY      0        .00         .00     .00 %         .00     .00 %
                       MTD      0        .00         .00     .00 %         .00     .00 %                      630.00
 51 DIMENSIONAL LUMBER DAY      0        .00         .00     .00 %         .00     .00 %
                       MTD     19      970.00      224.00   23.09 %      224.00   23.09 %   10.81      .36   24743.00

    TODAYS TOTALS               2     144.80       36.40   25.14 %       43.40   29.97 %



   MTD TOTALS                 210   11,447.11    2,245.41   19.62 %    2,331.99   20.37 %   13.65      .66   92968.00
```

8. Sales Weight by Loaded Rep

Allows you to define a range of loaded by rep numbers as well as the period to print. You can also define the transaction date range to design the desired report.

NOTE: This report is placed on the **Sales Analysis Report Menu** because of the nature of the data it prints. Unlike the other sales analysis reports, however, this report comes from the SH0.D Sales History File, not from the T2*ssyy*.D Totals File.

```
DS04250    Sales Weight by Loaded By  ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.4                                                        Port  37
                                                                Store 01
    1. Input Parameters

          Beginning Loaded By                        1
          Ending    Loaded By                     9999
          Period to Print                            1 Today and MTD
          Number of Copies                           1
          Store Number  (0=All)                      1
          Report Date                           mmddyy
          Select Sales Optional Field (Y/N)          N


          MTD Beginning Date                    100199
          MTD Ending    Date                    102199









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Period to Print

1 = Today and MTD
2 = Today and YTD
3 = MTD and YTD

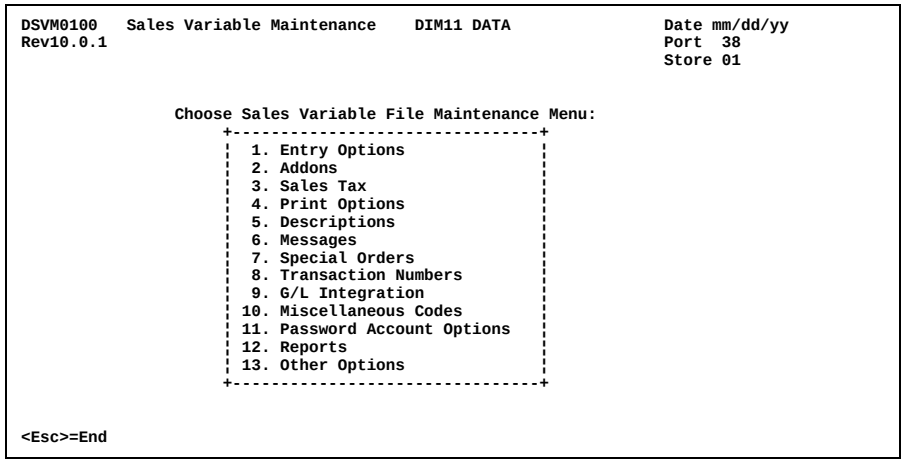
SAMPLE SALES WEIGHT BY LOADED REP

```
mm/dd/yy       STORE: 01 Weight by Loaded By Totals        ABC LUMBER COMPANY.                          DS04250
12:55:34                                                   STORE ONE                                    PAGE 001

                         ---------------------- TODAY ---------------------- ----------------------- MTD -----------


LOADED BY                        LINES        SALES         WEIGHT                  LINES        SALES       WEIGHT

  1 ANDY                            13     5,723.79         527.25                     68     9,602.16       937.86
  2 BOB                              5       392.96         405.00                     26     5,246.77       529.74
  3 KEVIN                            1       487.70         132.08                      1       487.70       132.08
  6 DAVE                             0          .00            .00                      1       108.01        49.34
  8 MOADED BY - 8                    0          .00            .00                      1         1.33          .15
  9 KEN BOUCHONVILLE                 0          .00            .00                      1         8.95         3.05
 17 LOADE BY - 17                    0          .00            .00                      5       450.67       818.74
 51 LOADE BY – 51                    0          .00            .00                      1       130.50        18.00
                                 ------   ----------   ----------                 ------   ----------   ----------
                TOTAL               19     6,604.45     1,064.33                    104    16,036.09     2,088.96
```

SECTION 3: Sales Variable File

This section presents information on the Variable File for Sales. The Variable File is the area of the Dimensions system that contains variables to customize certain options that deal with POS procedures.

When you select **Sales Variable File** from the **Sales Menu**, another menu is displayed:



Each menu selection goes to another screen or another menu of more options. The following section is organized according to this menu. Each screen is displayed and its purpose is defined.

It is assumed you have read the *Getting Started Manual* and know how to move through menus. See Chapter 2, *System Training.*

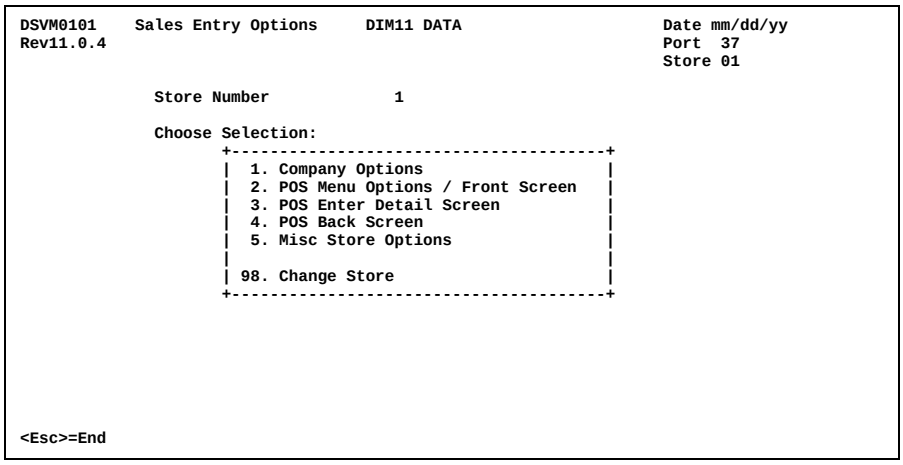
On-Line Help

Each field contains an on-line help screen, which explains the purpose and function of each field. On the Dimensions system, position the cursor on any field in the Sales Variable File and press **F1** (function key 1) to access the help screen. Use the arrow keys to move through the help screen. When you are done with the help, press **Esc** and you are returned to the data field.

In addition to standard help, you can develop custom help for any field in the Payroll Variable File. Refer to the *Getting Started Manual*, Chapter 2, *System Training.*

1. Entry Options

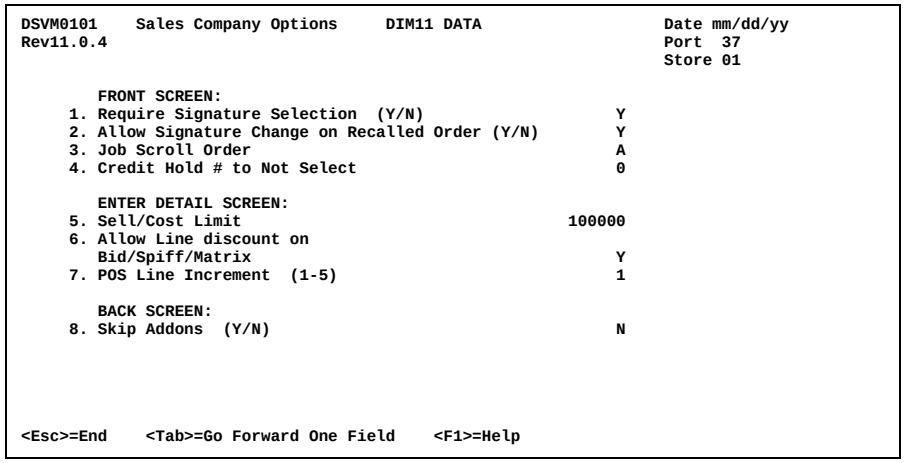
This menu is displayed after selecting **1** for **Entry Options** from the **Sales Variable File Maintenance Menu**:



See the following five parts for descriptions of each option.

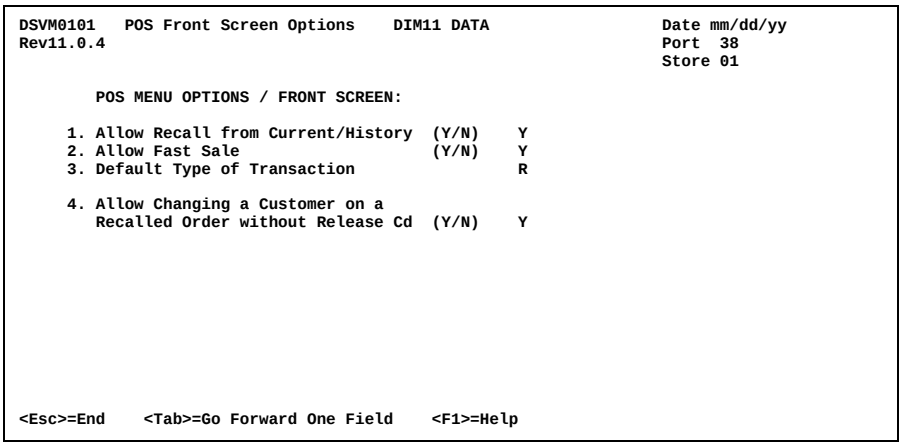
1. Company Options

This screen allows you to set up company-wide options for Point of Sale that are neither store nor password account dependent. There are options on the front screen, the detail screen, and the back screen that fall into this category.


DSVM0101 Sales Company Options DIM11 DATA Date mm/dd/yy
Rev11.0.4 Port 37
Store 01
FRONT SCREEN:
1. Require Signature Selection (Y/N) Y
2. Allow Signature Change on Recalled Order (Y/N) Y
3. Job Scroll Order A
4. Credit Hold # to Not Select 0
ENTER DETAIL SCREEN:
5. Sell/Cost Limit 100000
6. Allow Line discount on
Bid/Spiff/Matrix Y
7. POS Line Increment (1-5) 1
BACK SCREEN:
8. Skip Addons (Y/N) N
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

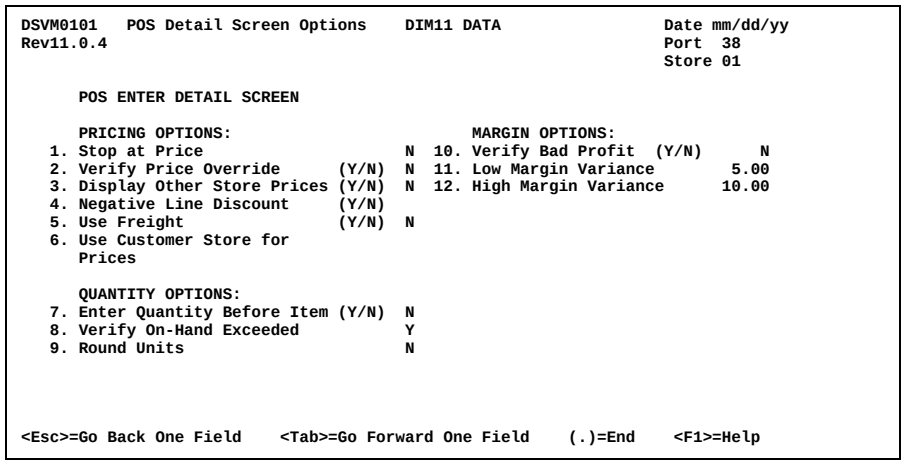
2. POS Menu Options / Front Screen

This screen allows you to set up storewide options for the **Point of Sale Menu** and front screen. These options can also be set up by password account. See Password Account Options.


DSVM0101 POS Front Screen Options DIM11 DATA
Date mm/dd/yy
Rev11.0.4
Port 38
Store 01
POS MENU OPTIONS / FRONT SCREEN:
1. Allow Recall from Current/History (Y/N) Y
2. Allow Fast Sale (Y/N) Y
3. Default Type of Transaction R
4. Allow Changing a Customer on a
Recalled Order without Release Cd (Y/N) Y
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

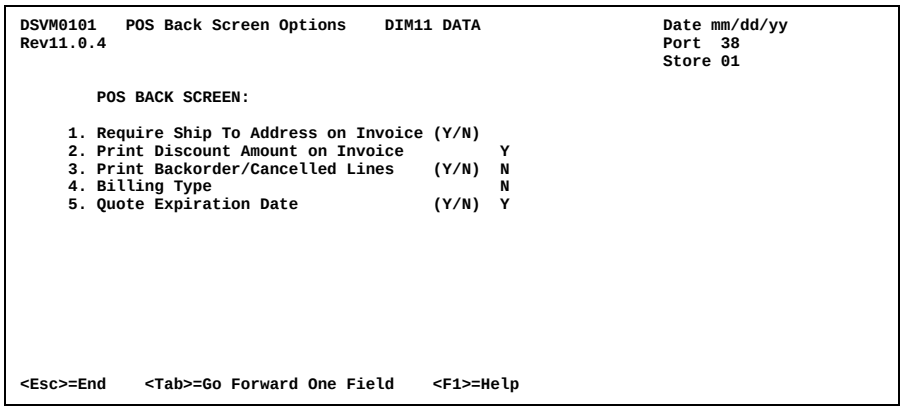
3. POS Enter Detail Screen

This screen allows you to set up storewide options for the POS Enter Detail Screen. These options can also be set up by password account. See Password Account Options.


DSVM0101 POS Detail Screen Options DIM11 DATA Date mm/dd/yy
Rev11.0.4 Port 38
Store 01
POS ENTER DETAIL SCREEN
PRICING OPTIONS:
1. Stop at Price N
2. Verify Price Override (Y/N) N
3. Display Other Store Prices (Y/N) N
4. Negative Line Discount (Y/N)
5. Use Freight (Y/N) N
6. Use Customer Store for Prices
QUANTITY OPTIONS:
7. Enter Quantity Before Item (Y/N) N
8. Verify On-Hand Exceeded Y
9. Round Units N
MARGIN OPTIONS:
10. Verify Bad Profit (Y/N) N
11. Low Margin Variance 5.00
12. High Margin Variance 10.00
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

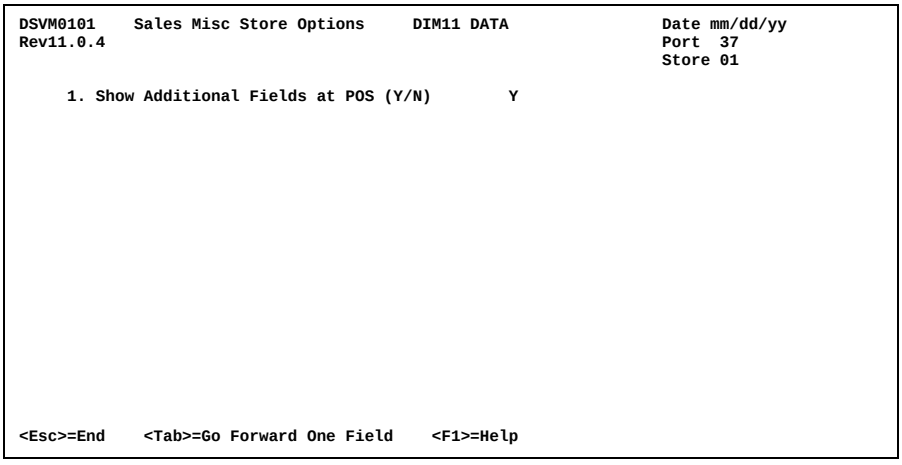
4. POS Back Screen

This screen allows you to set up storewide options for the POS Back Screen. These options can also be set up by password account. See Password Account Options.



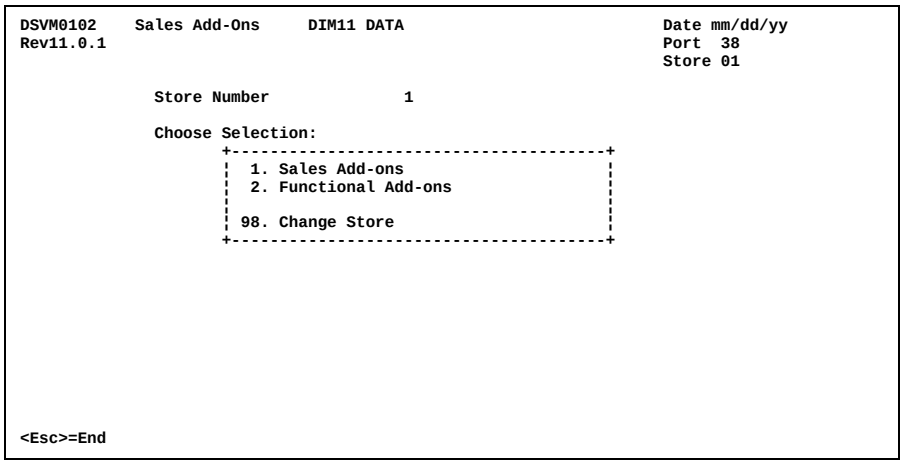
5. POS Back Screen

This screen allows you to set up a miscellaneous storewide option the use the additional data fields at POS. It would need to be set up for each store using this feature. If you enter **Y** for this field, you must also enter the descriptions for the additional data fields in 5, **Descriptions, POS Additional Fields.**


DSVM0101 Sales Misc Store Options DIM11 DATA Date mm/dd/yy
Rev11.0.4 Port 37
Store 01
1. Show Additional Fields at POS (Y/N) Y
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

2. Addons

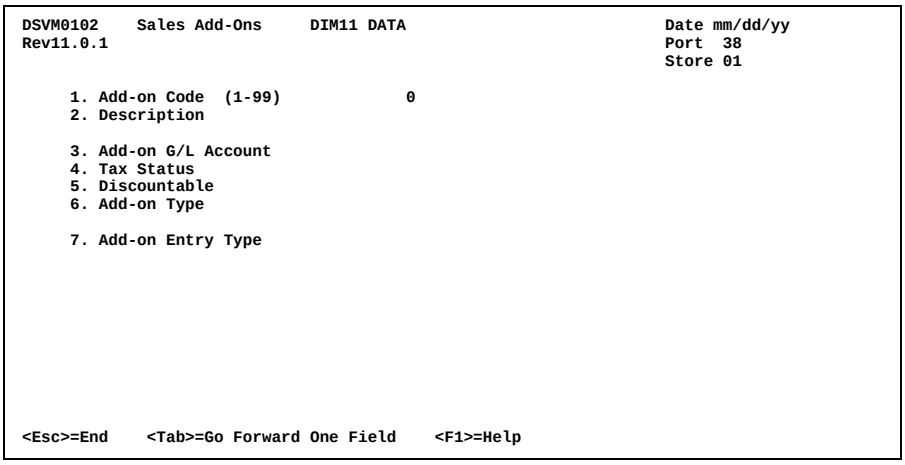
This menu is displayed after selecting **2** for **Addons** from the **Sales Variable File Maintenance Menu**:



See the following two parts for descriptions of each option.

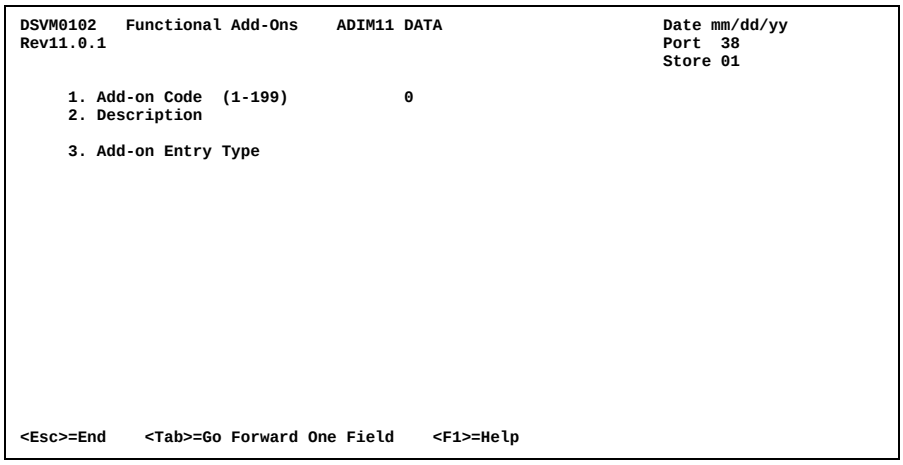
1. Sales Add-ons

This screen allows you to set up addon codes with description, G/L account, type, and calculation for each addon to be used on the back screen at POS.



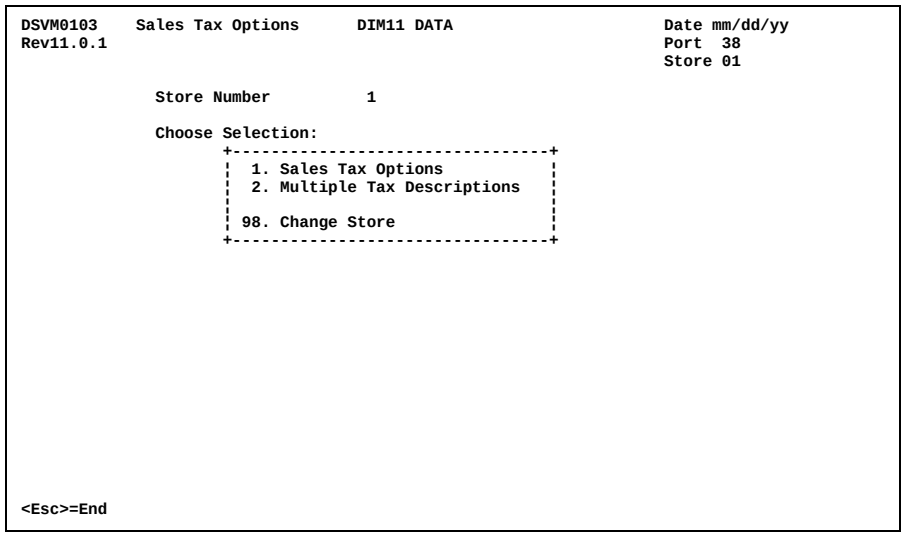
2. Functional Add-ons

This screen allows you to set up functional addons, which can be added to a line on the POS detail screen. Functional addons do not update any G/L amounts.



3. Sales Tax

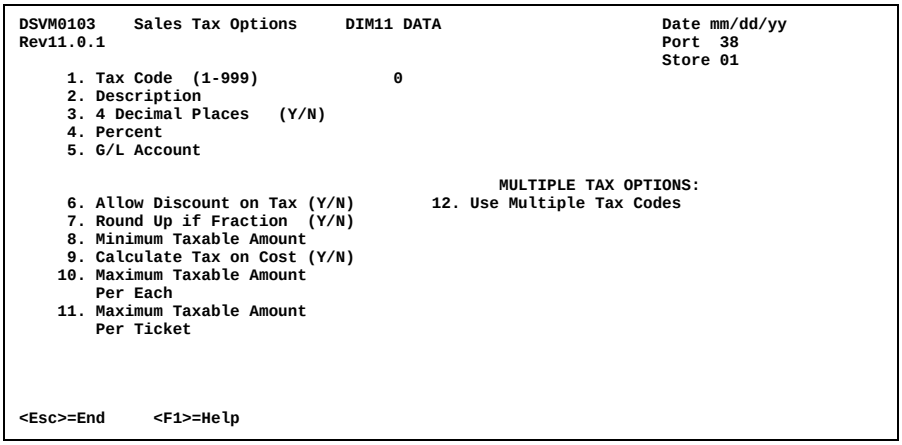
This menu is displayed after selecting **3** for **Sales Tax** from the **Sales Variable File Maintenance Menu**:



See the following two parts for descriptions of each option.

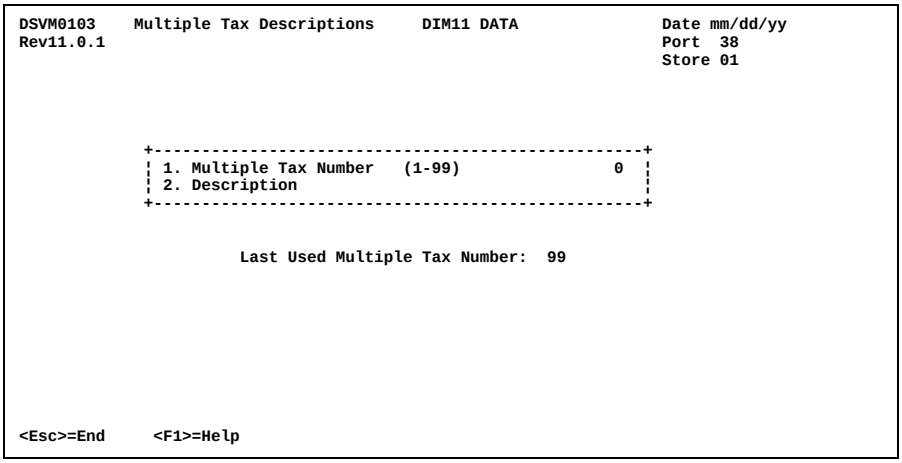
1. Sales Tax Options

This screen allows you to set up sales tax codes for all types of sales tax assigned to customer accounts used to calculate sales tax at POS.


DSVM0103 Sales Tax Options DIM11 DATA Date mm/dd/yy
Rev11.0.1 Port 38
Store 01
1. Tax Code (1-999) 0
2. Description
3. 4 Decimal Places (Y/N)
4. Percent
5. G/L Account
MULTIPLE TAX OPTIONS:
6. Allow Discount on Tax (Y/N)
7. Round Up if Fraction (Y/N)
8. Minimum Taxable Amount
9. Calculate Tax on Cost (Y/N)
10. Maximum Taxable Amount Per Each
11. Maximum Taxable Amount Per Ticket
12. Use Multiple Tax Codes
<Esc>=End <F1>=Help

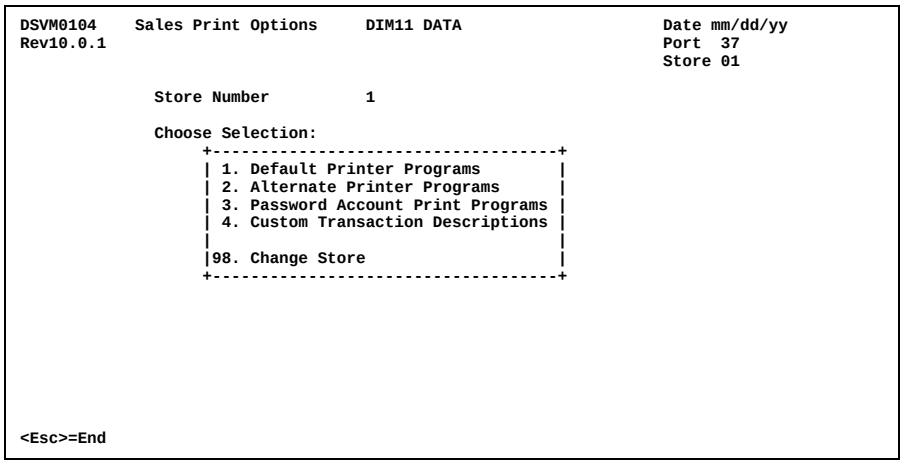
2. Multiple Tax Descriptions

This screen allows you to set up descriptions for the multiple tax feature.


DSVM0103 Multiple Tax Descriptions DIM11 DATA Date mm/dd/yy
Rev11.0.1 Port 38
Store 01
1. Multiple Tax Number (1-99) 0
2. Description
Last Used Multiple Tax Number: 99
<Esc>=End <F1>=Help

4. Print Options

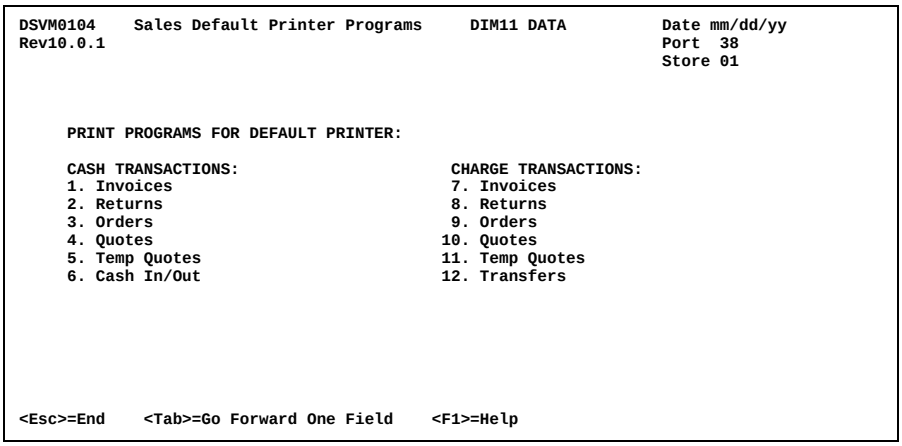
This menu is displayed after selecting **4** for **Print Options** from the **Sales Variable File Maintenance Menu**:



See the following four parts for descriptions of each option.

1. Default Printer Programs

This screen allows you to set up the programs for cash and charge transactions printed on the default printer.



See the tables on the following pages for the print programs names.

Print Programs

TABLE A. Cash Transactions

CASH INVOICES, RETURNS, & IN/OUTS			
Program	**Size**	**Paper/Form**	**Notes**
DS04007	11”	Plain paper	Prints serial number for items with a serial number.
DS04054	11”	Preprinted form*	Uses customized transaction descriptions. Prints selected signature on ticket.
DS04054C	11”	Blank form **	Same as DS04054. Prints catalog number instead of item number.
DS04054H	11”	Blank form	
DS04044	8 1/2”	Preprinted form	
DS04044C	8 1/2”	Preprinted form	Prints catalog number instead of item number.
DS04044D	8 1/2”	Preprinted form	Double-spaced.
DS04044H	8 1/2”	Blank form	
DS04067	8 1/2”	Preprinted form	Prints cost stub for Order Entry. Requires 11” wide form.
DS04067H	8 1/2”	Blank form	Prints cost stub for Order Entry. Requires 11” wide form.
DS04138	8 1/2”	Preprinted form	For Okidata 393 printer.
DS04138H	8 1/2”	Blank form	For Okidata 393 printer.
DS04139	8 1/2”	Blank form	For Okidata 393 printer.
DS04140	8 1/2”	Preprinted form	Prints cost stub for Order Entry. Requires 11” wide form. For Okidata 393 printer.
DS04141	8 1/2”	Blank form	Prints cost sub for Order Entry. Requires 11” wide form. For Okidata 393 printer.
DS04014	5 1/2”	Preprinted form	
DS04014R	5 1/2”	Preprinted form	Invoice number prints on right side. Prints “SALE” if spiff.
DS04102	5 1/2”	Preprinted form	Same as DS04014 except 1 line shorter.
DS04106	5 1/2”	Plain paper	8 LPI.
DS04106C	5 1/2”	Plain paper	8 LPI. Prints catalog number instead of item number.
DS04108	5 1/2”	Plain paper	Same as DS04106. Prints 2 copies.
DS04020		Special	Slip printer (NCR & Merit).

* Preprinted form has company name and address already printed on it.

** Blank form does not have company name and address already printed on it. The computer will print the company name and address on each ticket.

TABLE B. Charge Transactions

CHARGE INVOICES, RETURNS, & TRANSFERS			
Program	**Size**	**Paper/Form**	**Notes**
DS04004	11”	Plain paper	Prints serial number for items with a serial number.
DS04054	11”	Preprinted form*	Uses customized transaction descriptions. Prints selected signature on ticket.
DS04054C	11”	Blank form **	Same as DS04054. Prints catalog number instead of item number.
DS04054H	11”	Blank form	
DS04044	8 1/2”	Preprinted form	
DS04044C	8 1/2”	Preprinted form	Prints catalog number instead of item number.
DS04044D	8 1/2”	Preprinted form	Double-spaced.
DS04044H	8 1/2”	Blank form	
DS04067	8 1/2”	Preprinted form	Prints cost stub for Order Entry. Requires 11” wide form.
DS04067H	8 1/2”	Blank form	Prints cost stub for Order Entry. Requires 11” wide form.
DS04138	8 1/2”	Preprinted form	For Okidata 393 printer.
DS04138H	8 1/2”	Blank form	For Okidata 393 printer.
DS04140	8 1/2”	Preprinted form	Prints cost stub for Order Entry. Requires 11” wide form. For Okidata 393 printer.
DS04141	8 1/2”	Blank form	Prints cost sub for Order Entry. Requires 11” wide form. For Okidata 393 printer.
DS04014	5 1/2”	Preprinted form	
DS04014R	5 1/2”	Preprinted form	Invoice number prints on right side. Prints “SALE” if spiff.
DS04105	5 1/2”	Plain paper	8 LPI.
DS04105C	5 1/2”	Plain paper	8 LPI. Prints catalog number instead of item number.
DS04107	5 1/2”	Plain paper	Same as DS04005. Prints 2 copies.

* Preprinted form has company name and address already printed on it.

** Blank form does not have company name and address already printed on it. The computer will print the company name and address on each ticket.

TABLE C. Cash & Charge Transactions

CASH & CHARGE QUOTES & TEMPORARY QUOTES			
Program	**Size**	**Paper/Form**	**Notes**
DS04005	11”	Plain paper	Prints second description if DESC CODE=9 in IM1.D.
DS04005C	11”	Plain paper	Prints catalog number instead of item number.
DS04005W	11”	Plain paper	Same as DS04005 plus prints weight.
DS04068	11”	Plain paper	Costed.
DS04068M	11”	Plain paper	Costed. Does not print average cost.
DS04069	11”	Plain paper	Prints compressed print with cost, freight, functional addons, and package descriptions.
DS04054	11”	Preprinted form *	Uses customized transaction descriptions.
DS04054C	11”	Blank form **	Same as DS04054. Prints catalog number instead of item number.
DS04054H	11”	Blank form	
DS04136	11”	Plain paper	Prints functional addons.
DS04148	11”	Plain paper	For Okidata 393 printer.
DS04138	8 1/2”	Preprinted form	For Okidata 393 printer.
DS04138H	8 1/2”	Blank form	For Okidata 393 printer.
DS04139	8 1/2”	Blank form	For Okidata 393 printer.
DS04044	8 1/2”	Preprinted form	
DS04044C	8 1/2”	Preprinted form	Prints catalog number instead of item number.
DS04044D	8 1/2”	Preprinted form	Double-spaced.
DS04044H	8 1/2”	Blank form	
DS04067	8 1/2”	Preprinted form	Prints cost stub for Order Entry. Requires 11” wide form.
DS04067H	8 1/2”	Blank form	Prints cost stub for Order Entry. Requires 11” wide form.

* Preprinted form has company name and address already printed on it.

** Blank form does not have company name and address already printed on it. The computer will print the company name and address on each ticket.

TABLE D. Cash & Charge Transactions

CASH & CHARGE ORDERS			
Program	**Size**	**Paper/Form**	**Notes**
DS04006	11”	Plain paper	Prints second description if DESC CODE=9 in IM1.D.
DS04006C	11”	Plain paper	Prints catalog number instead of item number.
DS04006W	11”	Plain paper	Same as DS04006 plus prints weight instead of location. Uses customized transaction descriptions.
DS04017	11”	Plain paper	Prints with prices.
DS04017C	11”	Plain paper	Prints with prices. Prints catalog number instead of item number.
DS04017N	11”	Plain paper	Does not print totals.
DS04056	11”	Preprinted form *	Does not print prices.
DS04056H	11”	Blank form **	Does not print prices.
DS04057	11”	Preprinted form	Prints prices but no extensions.
DS04057H	11”	Blank form	Print prices but no extensions.
DS04057N	11”	Preprinted form	Does not print totals.
DS04104	11”	Blank form	Prints “SHIPPED” & “B/O” columns.
DS04109	11”	Plain paper	Same as DS04006. Prints 2 copies.
DS04115	11”	Plain paper	Prints “ORDER ACKNOWLEDGEMENT”.
DS04129	11”	Plain paper	Prints “PURCHASE REQUEST” instead of “ORDER”.
DS04142	11”	Plain paper	For Okidata 393 printer.
DS04143	11”	Plain paper	Prints with prices. For Okidata 393 printer.
DS04046	8 1/2”	Preprinted form	Does not print prices.
DS04046C	8 1/2”	Preprinted form	Same as DS04046. Prints catalog number instead of item number.
DS04046H	8 1/2”	Blank form	Does not print prices.
DS04047	8 1/2”	Preprinted form	Prints prices but no extensions.
DS04047C	8 1/2”	Preprinted form	Prints catalog number.
DS04047H	8 1/2”	Blank form	Prints prices but no extensions.
DS04047W	8 1/2”	Preprinted form	Does not print company address.
DS04047X	8 1/2”	Preprinted form	Prints amount of line instead of “ORDER”.
DS04145	8 1/2”	Preprinted form	Does not print prices. For Okidata 393 printer.
DS04146	8 1/2”	Blank form	Does not print prices. For Okidata 393 printer.
DS04016	5 1/2”	Preprinted form	
DS04016X	5 1/2”	Preprinted form	Prints amount of line instead of “ORDER”.

* Preprinted form has company name and address already printed on it.

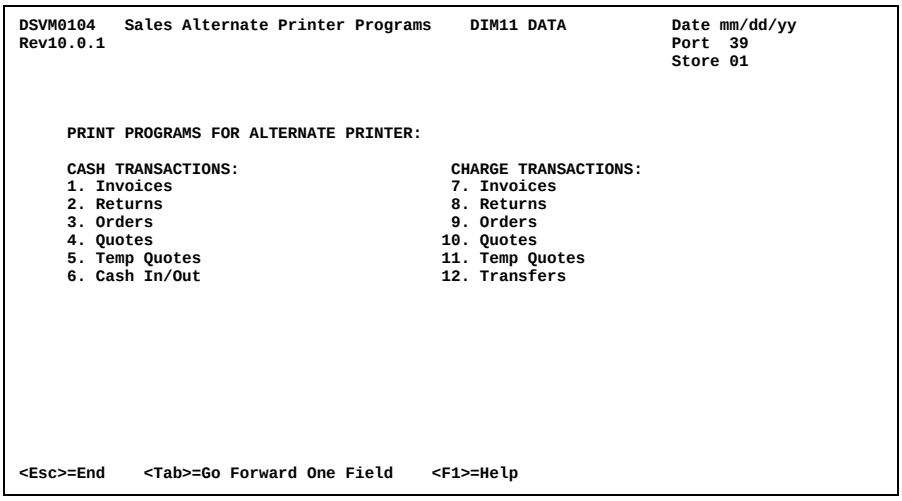
** Blank form does not have company name and address already printed on it. The computer will print the company name and address on each ticket.

TABLE E. All Transactions - Other

SPECIAL POINT OF SALE			
Program	**Size**	**Paper/Form**	**Notes**
DS04018	5 1/2"	Plain paper	Charge and cash transactions. Limited printing (company name, transaction number and type, date and time, customer number and name, assigned sales rep, port, written by sales rep, and total).
DS04019	N/A	Skips printing	Requires **Enter** to continue.
DS04019N	N/A	Skips printing	Does not require **Enter** to continue.

2. Alternate Printer Programs

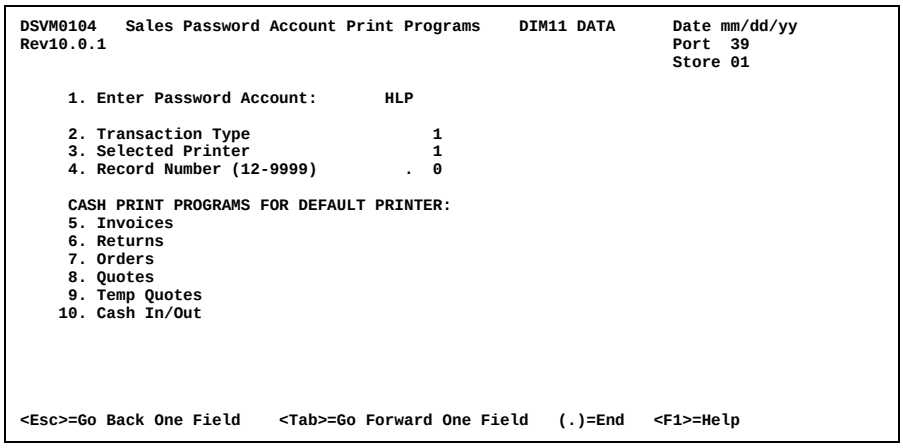
This screen allows you to set up the programs for cash and charge transactions printed on an alternate printer if selected at the back screen of POS.



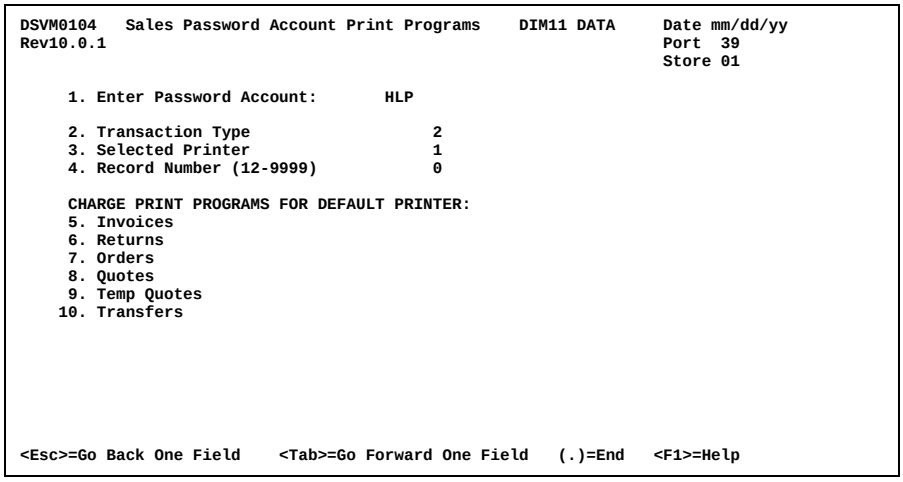
3. Password Account Print Programs

This screen allows you to set up the programs by password account for cash and charge transactions printed on the default and alternate printers.

Transaction Type 1=Cash Transaction Descriptions:

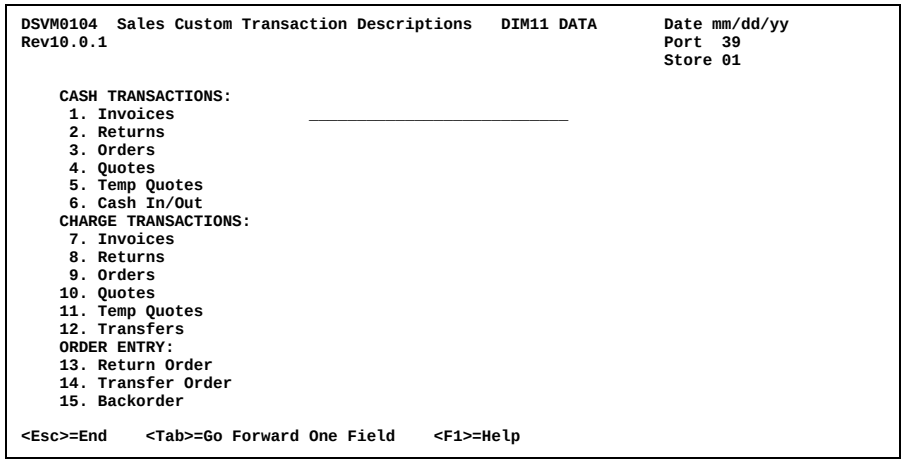

DSVM0104 Sales Password Account Print Programs DIM11 DATA Date mm/dd/yy
Rev10.0.1 Port 39
Store 01
1. Enter Password Account: HLP
2. Transaction Type 1
3. Selected Printer 1
4. Record Number (12-9999) . 0
CASH PRINT PROGRAMS FOR DEFAULT PRINTER:
5. Invoices
6. Returns
7. Orders
8. Quotes
9. Temp Quotes
10. Cash In/Out
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

Transaction Type 2=Charge Transaction Descriptions:


DSVM0104 Sales Password Account Print Programs DIM11 DATA Date mm/dd/yy
Rev10.0.1 Port 39
Store 01
1. Enter Password Account: HLP
2. Transaction Type 2
3. Selected Printer 1
4. Record Number (12-9999) 0
CHARGE PRINT PROGRAMS FOR DEFAULT PRINTER:
5. Invoices
6. Returns
7. Orders
8. Quotes
9. Temp Quotes
10. Transfers
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

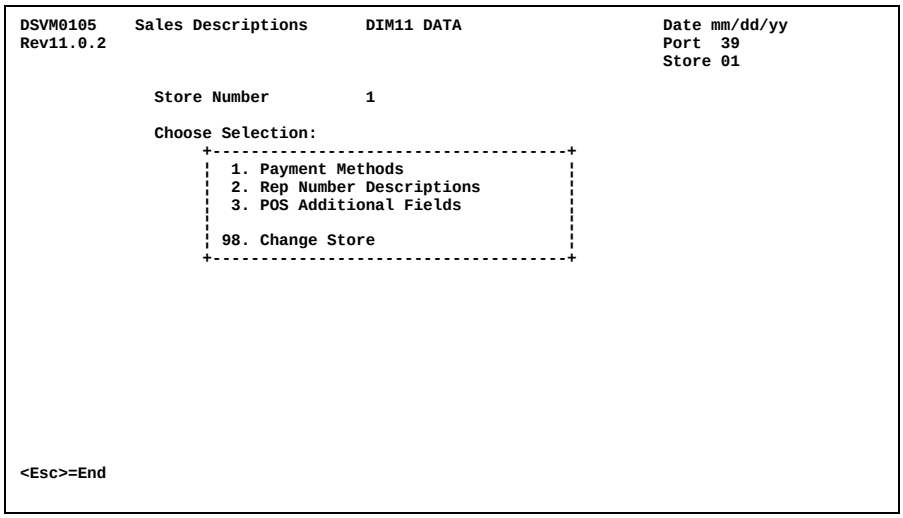
4. Custom Transaction Descriptions

This screen allows you to define special descriptions to be printed on the POS ticket. For example, you can have the computer print “BILL OF LADING” instead of “ORDER”. These custom descriptions are used on all standard print programs.



5. Descriptions

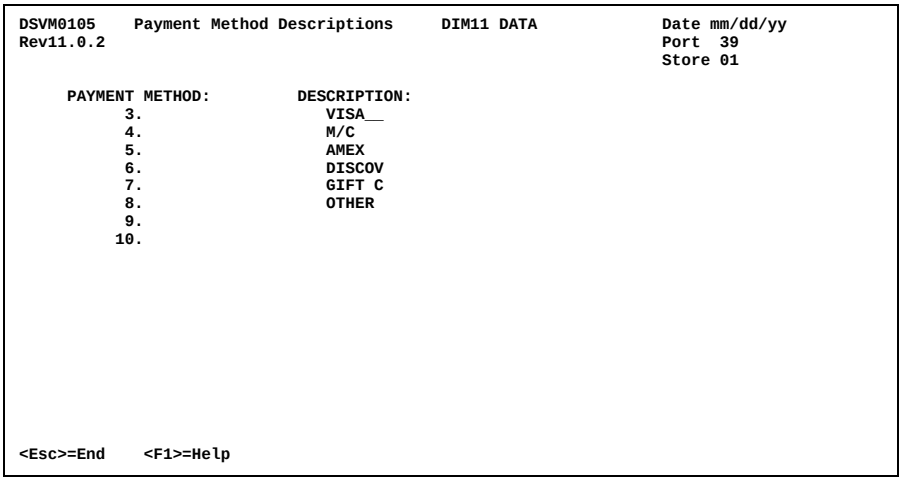
This menu is displayed after selecting **5** for **Descriptions** from the **Sales Variable File Maintenance Menu**:



See the following three parts for descriptions of each option.

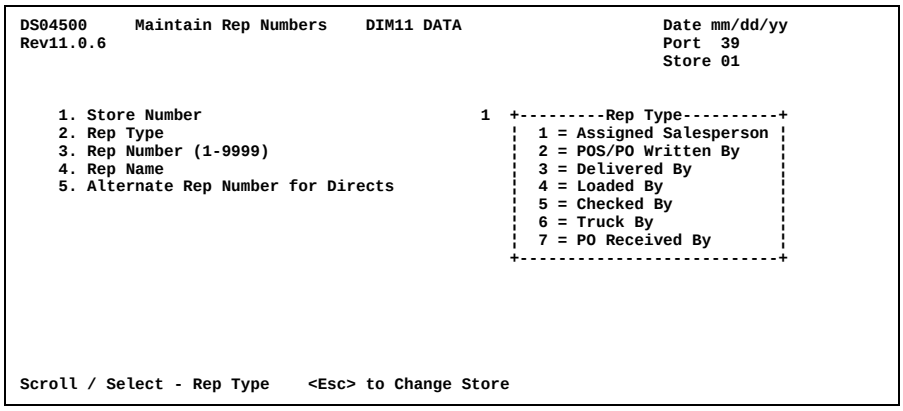
1. Payment Methods

Payment methods descriptions are used on the back screen of POS transactions. A menu is displayed of all acceptable forms of payment. Payment method 1 is always CASH and method 2 is always CHECK. This screen allows you to enter the remaining payment methods descriptions (3-10).



2. Rep Number Descriptions

Representative (rep) numbers are four-digit codes used for Assigned Salesperson, POS/PO Written By, Delivered By, Loaded By, Checked By, Truck, and PO Received By personnel. A rep number and a description (name) identify each employee. Then when the computer requests any one of the codes listed above, the employee enters their rep number. This information is tracked for sales analysis purposes. Rep numbers and names are stored in the REP.D file.



From the displayed list, select the rep type you wish to add or maintain.

1=Assigned Salesperson — A sales rep is assigned to each customer account. Each time a sale is made, the computer tracks it by assigned sales rep as well as written by sales rep. This is reported on Sales Analysis reports. Then this information can be used to figure commissions. Identify each person who can be assigned to a customer's account with a rep number and description (name).

2=POS/PO Written By — Each time a transaction is entered at POS or Purchasing (PO), a written by code must be entered on the back screen of the ticket in the ribbon area data indicating the person who entered or completed the transaction. Identify each person who can enter POS tickets and/or PO transactions with a rep number and description (name).

3=Delivered By — Each time a transaction is entered at POS, a delivered by code can be entered. The POS program asks for Delivered By only if you are saving delivered by totals (set up in Sales Variable File, Miscellaneous Codes, History). Identify each person who can deliver orders with a rep number and description (name).

4=Loaded By — Each time a transaction is entered at POS, a loaded by code can be entered. The POS program asks for Loaded By only if you are saving loaded by totals (set up in Sales Variable File, Miscellaneous Codes, History). Identify each person who can load orders with a rep number and description (name).

5=Checked By — Each time a transaction is entered at POS, a checked by code can be entered. The POS program asks for Checked By only if you are saving checked by totals (set up in Sales Variable File, Miscellaneous Codes, History). Identify each person who can check orders with a rep number and description (name).

6=Truck By — Each time a transaction is entered at POS, a truck code can be entered. The POS program asks for Truck only if you are saving truck totals (set up in Sales Variable File, Miscellaneous Codes, History). Identify each truck that can deliver an order with a rep number and description (name).

7=PO Received By — Each time a purchase order is received in PO/Receiving, a PO received by code must be entered. Identify each person who can receive purchase orders with a rep number and description (name).

The computer continues with the entry process by asking for the rep number that you wish to enter. For example, if you entered **1** for **Assigned Salesperson**, the computer displays:

```
DS04500     Maintain Rep Numbers    DIM11 DATA                    Date mm/dd/yy
Rev11.0.6                                                         Port  39
                                                                  Store 01


    1. Store Number                          1
    2. Rep Type                              1  Assigned Salesperson
    3. Rep Number (1-9999)                   0   <----------------
    4. Rep Name
    5. Alternate Rep Number for Directs









<Esc>=Go Back One Field   <Tab>=Go Forward One Field    <F1>=Help
```

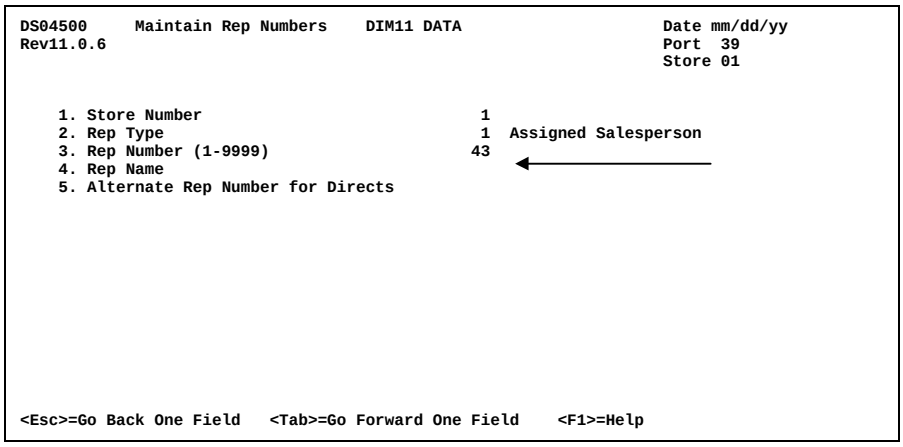
Enter the rep number, in this case Assigned Salesperson, you wish to enter, change, or delete. You can enter up to four digits. If the rep number already exists, the computer displays the rep name and asks at the bottom of the screen:

```
(C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

Use normal Variable File maintenance procedures for changing the rep number. Or if the rep number does not already exist, the program continues by displaying:

```
Record Doesn't Exist -  (A)dd Record    (V)iew Next Record    (E)nd
```

Enter **A** if you wish to add a new record. (Or enter **V** if you wish to view the next record in the REP.D file.) The program continues by asking for the **Rep Name:**


DS04500 Maintain Rep Numbers DIM11 DATA
Date mm/dd/yy
Rev11.0.6
Port 39
Store 01
1. Store Number 1
2. Rep Type 1 Assigned Salesperson
3. Rep Number (1-9999) 43
4. Rep Name
5. Alternate Rep Number for Directs
<Esc>=Go Back One Field <Tab>=Go Forward One Field <F1>=Help

Enter the rep name exactly how you wish it to appear on the screen and on Sales Analysis reports. For example: **Smith/Tom** or **Tom Smith** or **T. Smith** or **TOM**. There are 28 characters available for the rep name, including spaces and punctuation.

Then enter the **Alternate Rep Number for Directs**. "Direct" means that stock will be shipped directly from the mill or vendor without passing through the yard inventory. If you do direct sales and direct purchase orders, this field allows you to assign the written by sales rep number for when they sell/order direct stock as opposed to when they sell/order regular stock. This allows for correct reporting of direct sales/purchases. If you allow directs, you should coordinate a numbering scheme. For example, written by codes 1-49 could be regular and 41-99 could be direct. See below:

Written By Rep Number	Regular	Direct
1	1	51
2	2	52
3	3	53
4	4	54
5	5	55

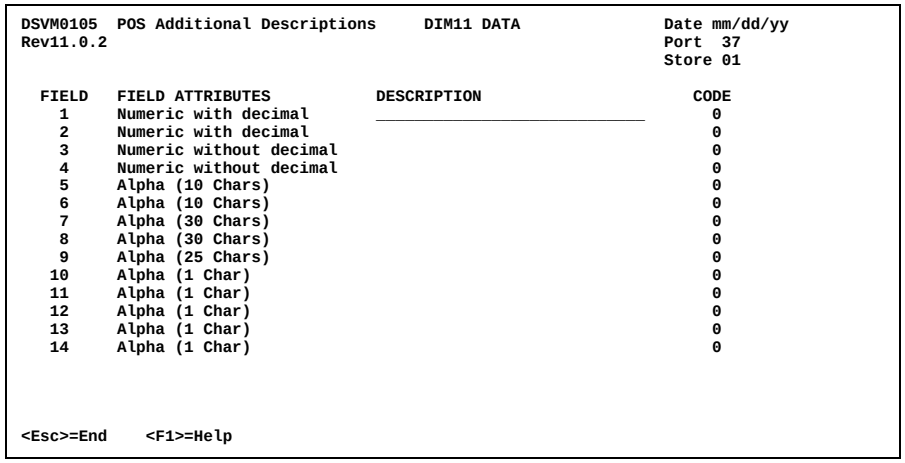
Therefore, sales rep 1 updates to rep number 1 on regular sales and 51 for direct sales. You would also need to enter a description for written by rep number 51, however the alternate code would be 0 (zero). Or leave blank to use the same rep number for both kinds of sales (regular and direct).

Finish entering the rep number record by adding the record (**Add Record <Y/N>?**) or changing it (**Save field 4 & 5 changes to all other types but trucks <Y/N>?**).

To delete rep numbers, use the program from the **System Manager Variable File**, **Special Maintenance**, **Delete Sales Rep Descriptions by Range**.

3. POS Additional Fields

This option appears only if it is set up in the Sales Variable File, Entry Options, Misc Store Options (field 1. **Show Additional Fields at POS**). This allows you to enter the descriptions for the new SM0/SH0 record for additional fields.

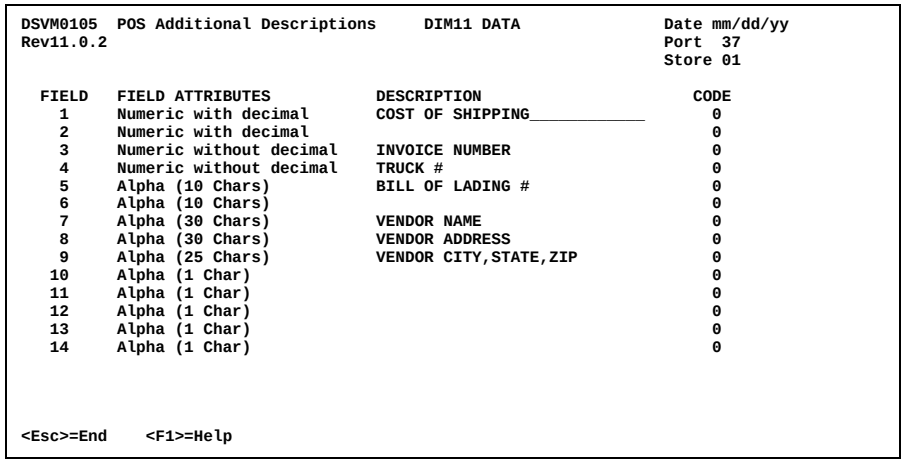


```
DSVM0105  POS Additional Descriptions     DIM11 DATA              Date mm/dd/yy
Rev11.0.2                                                         Port  37
                                                                  Store 01

  FIELD   FIELD ATTRIBUTES           DESCRIPTION                    CODE
    1     Numeric with decimal       _____________________           0
    2     Numeric with decimal                                       0
    3     Numeric without decimal                                    0
    4     Numeric without decimal                                    0
    5     Alpha (10 Chars)                                           0
    6     Alpha (10 Chars)                                           0
    7     Alpha (30 Chars)                                           0
    8     Alpha (30 Chars)                                           0
    9     Alpha (25 Chars)                                           0
   10     Alpha (1 Char)                                             0
   11     Alpha (1 Char)                                             0
   12     Alpha (1 Char)                                             0
   13     Alpha (1 Char)                                             0
   14     Alpha (1 Char)                                             0



<Esc>=End    <F1>=Help
```

The cursor is positioned at field 1, **Numeric with decimal**. You can enter the description and code for each field you wish to use for additional fields at POS. There are two different kinds of data fields – numeric and alpha. Define the description for each kind of field you wish to use (up to 28 characters) by entering the description in the **DESCRIPTION** column. Also define how to handle that field at POS by entering one of the following codes in the **CODE** column:

0=Not required. Operator has option of entering something or leaving the field blank.
1=Required. Operator must make an entry to continue with the ticket.
2=Skip in POS. Field will not appear at POS.

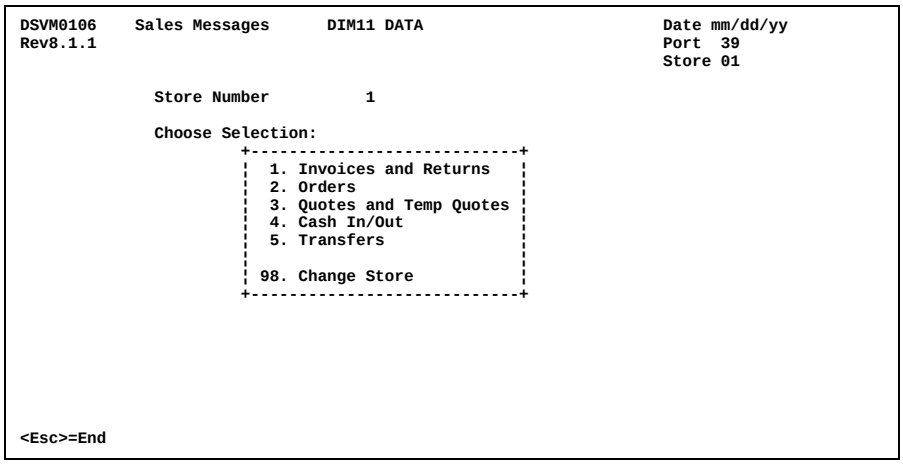
Examples:



```
DSVM0105  POS Additional Descriptions     DIM11 DATA              Date mm/dd/yy
Rev11.0.2                                                         Port  37
                                                                  Store 01

  FIELD   FIELD ATTRIBUTES           DESCRIPTION                    CODE
    1     Numeric with decimal       COST OF SHIPPING_____           0
    2     Numeric with decimal                                       0
    3     Numeric without decimal    INVOICE NUMBER                  0
    4     Numeric without decimal    TRUCK #                         0
    5     Alpha (10 Chars)           BILL OF LADING #                0
    6     Alpha (10 Chars)                                           0
    7     Alpha (30 Chars)           VENDOR NAME                     0
    8     Alpha (30 Chars)           VENDOR ADDRESS                  0
    9     Alpha (25 Chars)           VENDOR CITY,STATE,ZIP           0
   10     Alpha (1 Char)                                             0
   11     Alpha (1 Char)                                             0
   12     Alpha (1 Char)                                             0
   13     Alpha (1 Char)                                             0
   14     Alpha (1 Char)                                             0



<Esc>=End    <F1>=Help
```

6. Messages

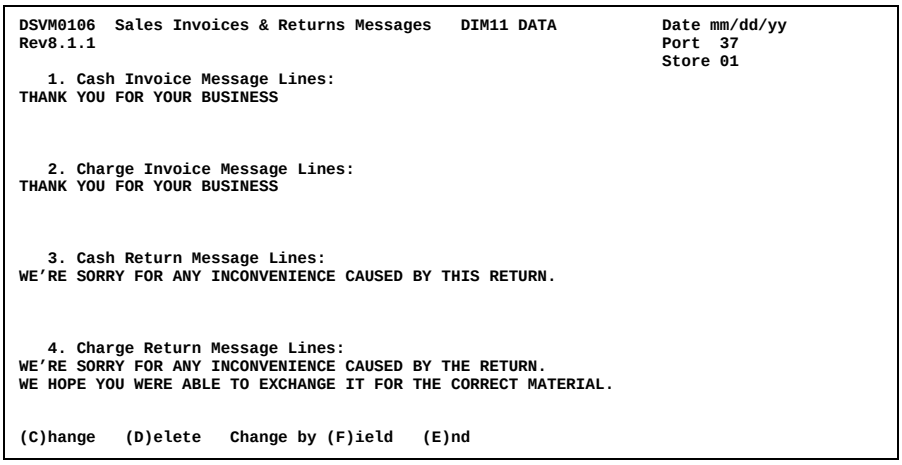
This menu is displayed after selecting **6** for **Messages** from the **Sales Variable File Maintenance Menu**:



See the following five parts for descriptions of each option.

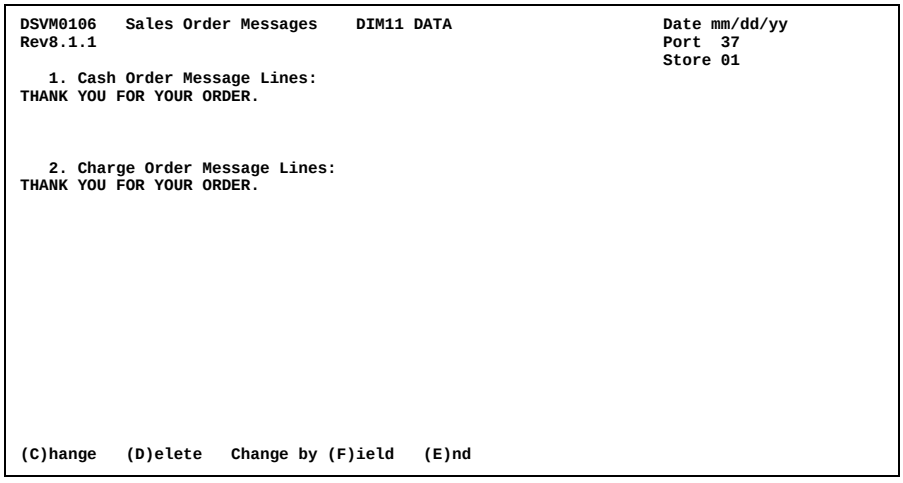
1. Invoices and Returns

This screen allows you to define the message to be printed on cash and charge invoices and returns printed at POS. Each message can be up to 3 lines of 78 characters each.


DSVM0106 Sales Invoices & Returns Messages DIM11 DATA
Date mm/dd/yy
Rev8.1.1
Port 37
Store 01
1. Cash Invoice Message Lines:
THANK YOU FOR YOUR BUSINESS
2. Charge Invoice Message Lines:
THANK YOU FOR YOUR BUSINESS
3. Cash Return Message Lines:
WE'RE SORRY FOR ANY INCONVENIENCE CAUSED BY THIS RETURN.
4. Charge Return Message Lines:
WE'RE SORRY FOR ANY INCONVENIENCE CAUSED BY THE RETURN.
WE HOPE YOU WERE ABLE TO EXCHANGE IT FOR THE CORRECT MATERIAL.
(C)hange (D)elete Change by (F)ield (E)nd

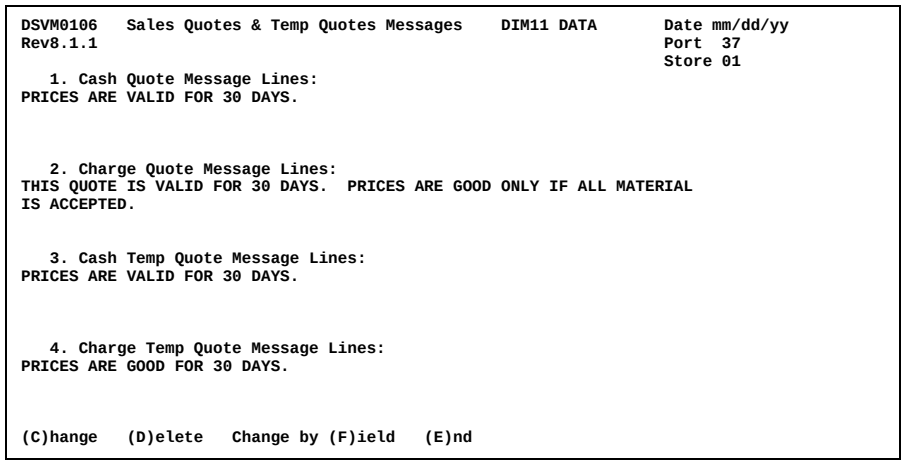
2. Orders

This screen allows you to define the message to be printed on cash and charge orders printed at POS. Each message can be up to 3 lines of 78 characters each.


DSVM0106 Sales Order Messages DIM11 DATA Date mm/dd/yy
Rev8.1.1 Port 37
Store 01
1. Cash Order Message Lines:
THANK YOU FOR YOUR ORDER.
2. Charge Order Message Lines:
THANK YOU FOR YOUR ORDER.
(C)hange (D)elete Change by (F)ield (E)nd

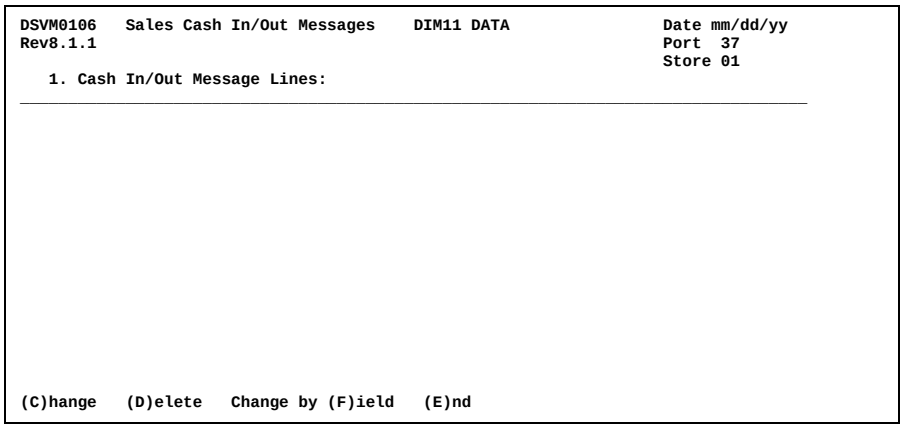
3. Quotes and Temp Quotes

This screen allows you to define the message to be printed on cash and charge quotes and temp quotes printed at POS. Each message can be up to 3 lines of 78 characters each.


DSVM0106 Sales Quotes & Temp Quotes Messages DIM11 DATA Date mm/dd/yy
Rev8.1.1 Port 37
Store 01
1. Cash Quote Message Lines:
PRICES ARE VALID FOR 30 DAYS.
2. Charge Quote Message Lines:
THIS QUOTE IS VALID FOR 30 DAYS. PRICES ARE GOOD ONLY IF ALL MATERIAL
IS ACCEPTED.
3. Cash Temp Quote Message Lines:
PRICES ARE VALID FOR 30 DAYS.
4. Charge Temp Quote Message Lines:
PRICES ARE GOOD FOR 30 DAYS.
(C)hange (D)elete Change by (F)ield (E)nd

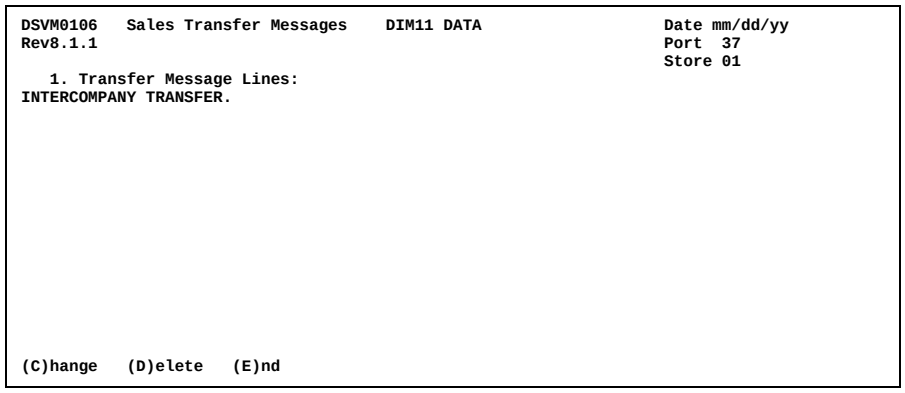
4. Cash In/Out

This screen allows you to define the message to be printed on cash in/out transactions printed at POS. Each message can be up to 3 lines of 78 characters each.


DSVM0106 Sales Cash In/Out Messages DIM11 DATA Date mm/dd/yy
Rev8.1.1 Port 37
Store 01
1. Cash In/Out Message Lines:
(C)hange (D)elete Change by (F)ield (E)nd

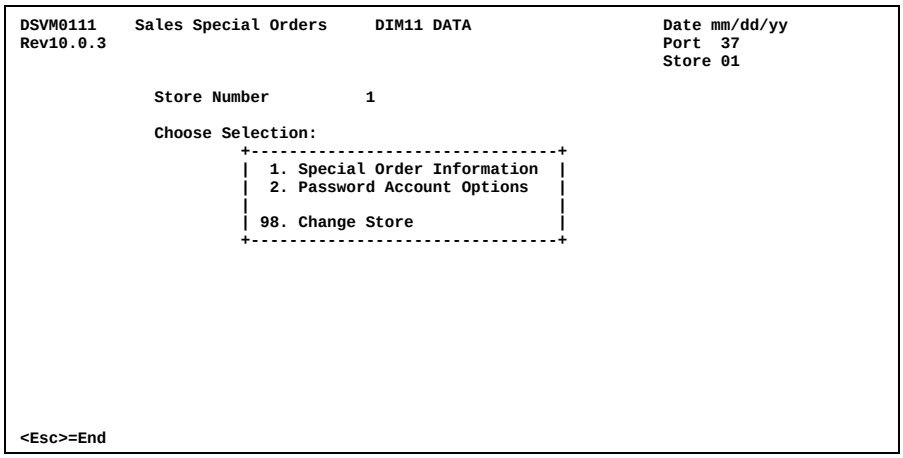
5. Transfers

This screen allows you to define the message to be printed on transfers printed at POS. Each message can be up to 3 lines of 78 characters each.



7. Special Orders

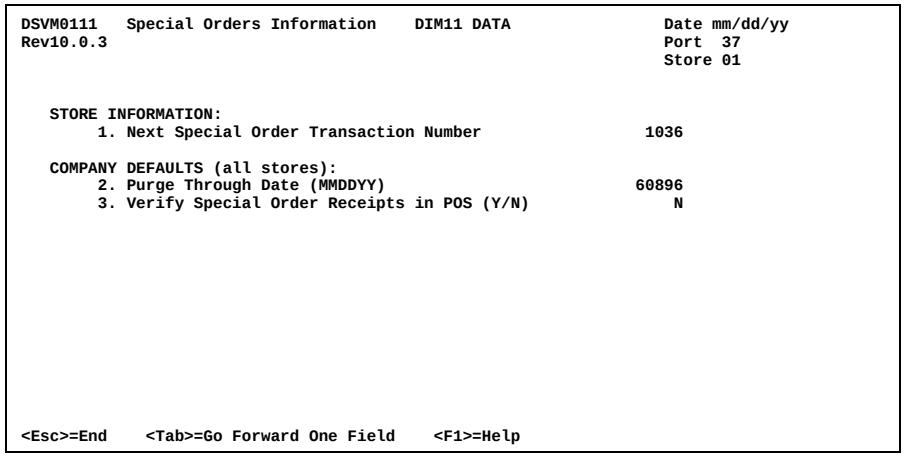
This menu is displayed after selecting **7** for **Special Orders** from the **Sales Variable File Maintenance Menu**:



See the following three parts for descriptions of each option.

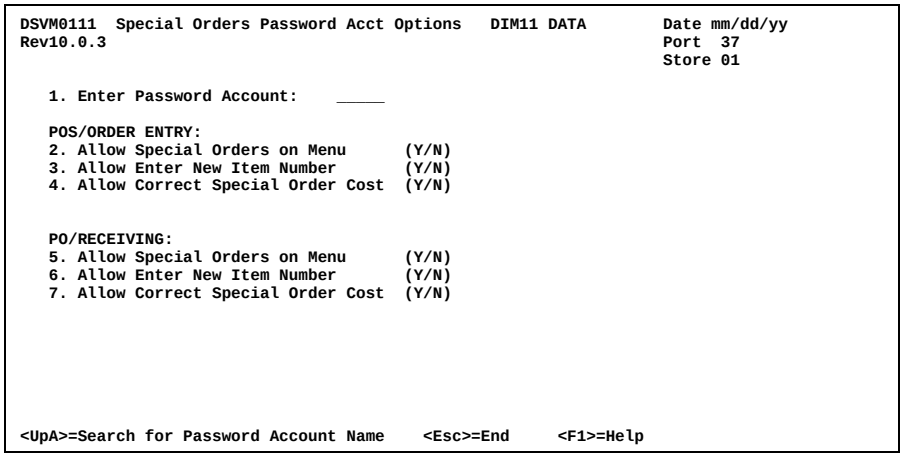
1. Special Order Information

This screen stores the special order transaction number. As each special order is entered, it is automatically assigned the next transaction number stored here, incrementing by 1. It also tracks the purge date updated when a purge is performed on the special order files.


DSVM0111 Special Orders Information DIM11 DATA
Date mm/dd/yy
Rev10.0.3
Port 37
Store 01
STORE INFORMATION:
1. Next Special Order Transaction Number 1036
COMPANY DEFAULTS (all stores):
2. Purge Through Date (MMDDYY) 60896
3. Verify Special Order Receipts in POS (Y/N) N
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

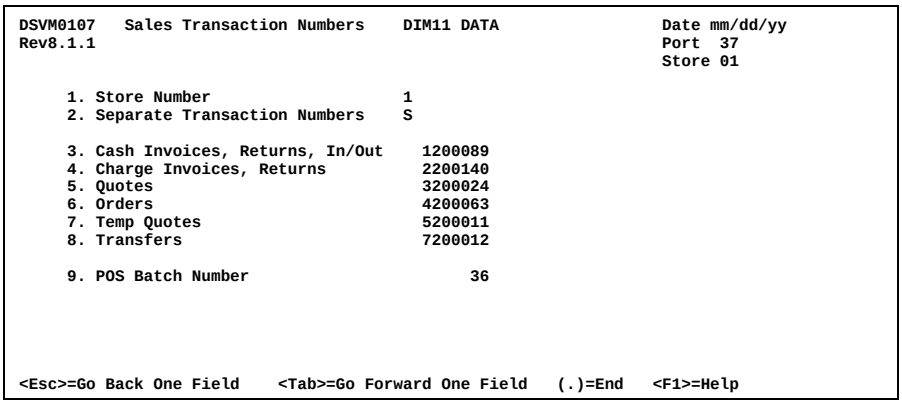
2. Password Account Options

This screen allows you to determine where the special order option will appear on menus, POS and/or Purchasing & Receiving. It also controls **Enter New Item Number** and **Correct Special** G from appearing on these menus. This is set up by password account.


DSVM0111 Special Orders Password Acct Options DIM11 DATA Date mm/dd/yy
Rev10.0.3 Port 37
Store 01
1. Enter Password Account: _____
POS/ORDER ENTRY:
2. Allow Special Orders on Menu (Y/N)
3. Allow Enter New Item Number (Y/N)
4. Allow Correct Special Order Cost (Y/N)
PO/RECEIVING:
5. Allow Special Orders on Menu (Y/N)
6. Allow Enter New Item Number (Y/N)
7. Allow Correct Special Order Cost (Y/N)
<UpA>=Search for Password Account Name <Esc>=End <F1>=Help

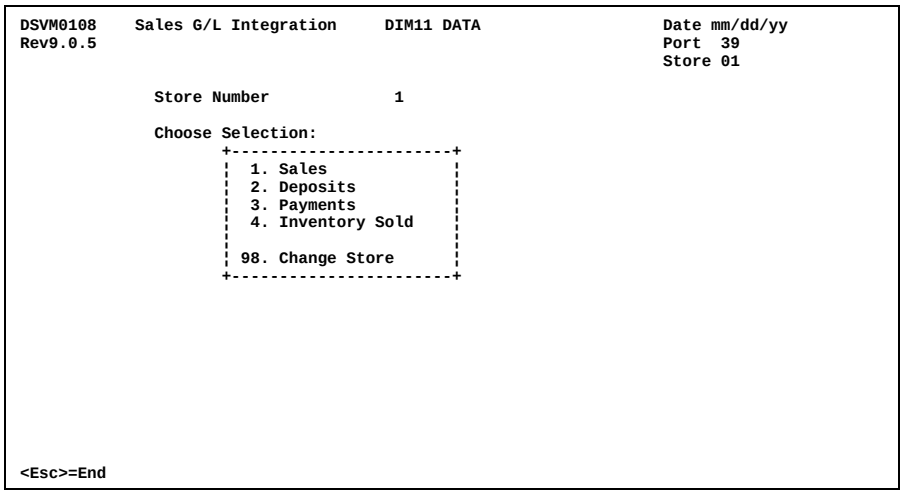
8. Transaction Numbers

This screen tracks the transaction numbers automatically assigned at the end of each POS transaction as well as the POS batch number.


DSVM0107 Sales Transaction Numbers DIM11 DATA Date mm/dd/yy
Rev8.1.1 Port 37
Store 01
1. Store Number 1
2. Separate Transaction Numbers S
3. Cash Invoices, Returns, In/Out 1200089
4. Charge Invoices, Returns 2200140
5. Quotes 3200024
6. Orders 4200063
7. Temp Quotes 5200011
8. Transfers 7200012
9. POS Batch Number 36
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

9. G/L Integration

This menu is displayed after selecting **9** for **G/L Integration** from the **Sales Variable File Maintenance Menu**:



See the following four parts for descriptions of each option.

1. Sales

This option determines how sales are to be posted to the General Ledger and the appropriate G/L account numbers. Sales can be posted to the G/L by type of sale (charge/cash), by customer class, by groups of inventory, or by customer class by groups of inventory. Depending on the selected method, the displayed screen will be different.

BY TYPE OF SALE (N)

```
DSVM0108   Sales G/L    DIM11 DATA                                Date mm/dd/yy
Rev9.0.5                                                          Port  39
                                                                  Store 01

     1. G/L Posting Method for Sales     N   TYPE OF SALE

                              G/L ACCOUNT               DESCRIPTION
        CASH INVOICES:
     2. Sales                    3310.01   CASH SALES
     3. Cost of Goods            4310.01   COST - CASH SALES

        CASH RETURNS:
     4. Sales                    3315.01   CASH SALE RETURNS
     5. Cost of Goods            4315.01   COST - CASH RETURNS

        CHARGE INVOICES:
     6. Sales                    3320.01   CHARGE SALES
     7. Cost of Goods            4320.01   COST - CHARGE SALES

        CHARGE RETURNS:
     8. Sales                    3325.01   CHARGE SALE RETURNS
     9. Cost of Goods            4325.01   COST - CHARGE RETURNS

<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

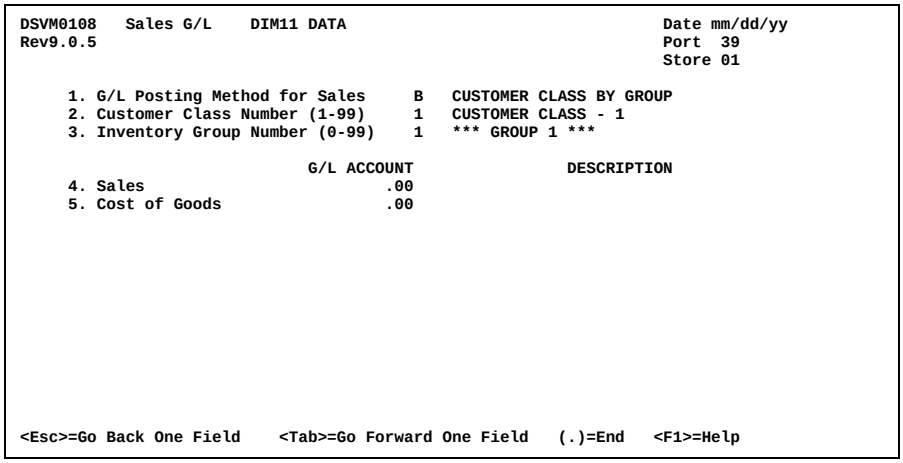
BY CUSTOMER CLASS (C)

```
DSVM0108   Sales G/L    DIM11 DATA                                Date mm/dd/yy
Rev9.0.5                                                          Port  39
                                                                  Store 01

     1. G/L Posting Method for Sales     C   CUSTOMER CLASS
     2. Customer Class Number (1-99)     1   CUSTOMER CLASS - 1

                              G/L ACCOUNT               DESCRIPTION
     3. Sales                       .00
     4. Cost of Goods               .00









<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

BY GROUPS OF INVENTORY (Y)

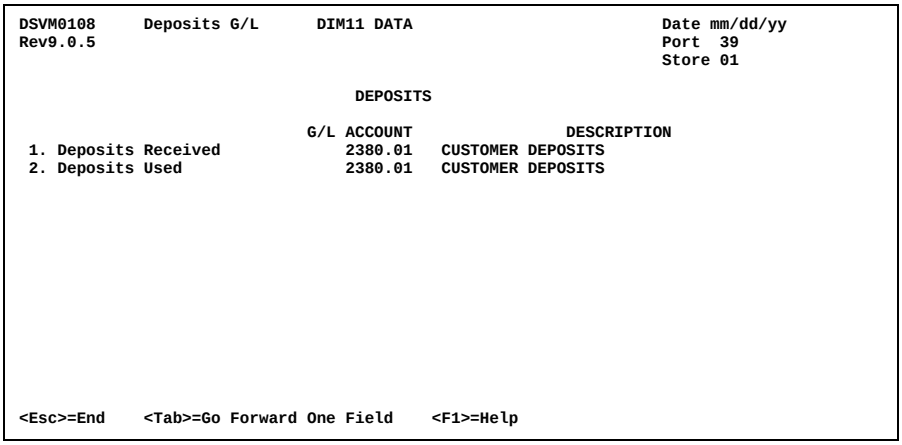
```
DSVM0108   Sales G/L    DIM11 DATA                                Date mm/dd/yy
Rev9.0.5                                                          Port  39
                                                                  Store 01

     1. G/L Posting Method for Sales     Y   GROUPS OF INVENTORY
     2. Inventory Group Number (0-99)    0   NO GROUP

                              G/L ACCOUNT               DESCRIPTION
     3. Sales                       .00
     4. Cost of Goods               .00









<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

BY CUSTOMER CLASS BY GROUP (B)


DSVM0108 Sales G/L DIM11 DATA
Date mm/dd/yy
Rev9.0.5
Port 39
Store 01
1. G/L Posting Method for Sales B CUSTOMER CLASS BY GROUP
2. Customer Class Number (1-99) 1 CUSTOMER CLASS - 1
3. Inventory Group Number (0-99) 1 *** GROUP 1 ***
G/L ACCOUNT DESCRIPTION
4. Sales .00
5. Cost of Goods .00
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

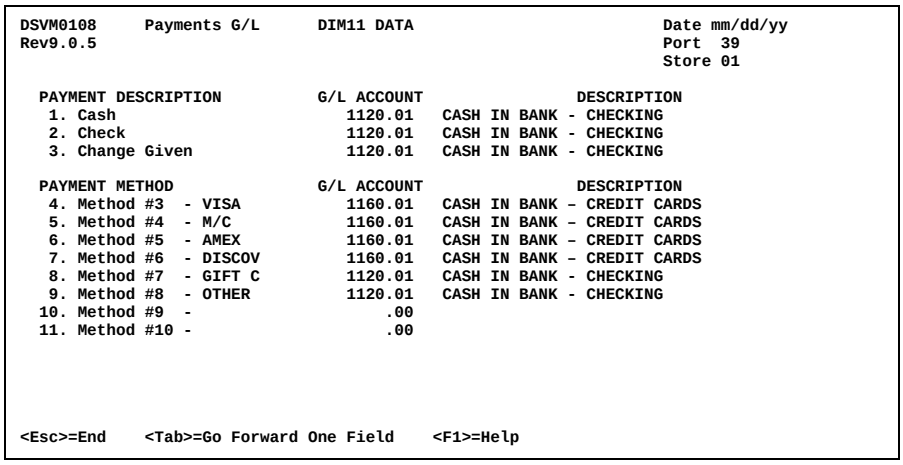
2. Deposits

This option determines the G/L account numbers for customer deposits to be posted to the General Ledger.


DSVM0108 Deposits G/L DIM11 DATA Date mm/dd/yy
Rev9.0.5 Port 39
Store 01
DEPOSITS
G/L ACCOUNT DESCRIPTION
1. Deposits Received 2380.01 CUSTOMER DEPOSITS
2. Deposits Used 2380.01 CUSTOMER DEPOSITS
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

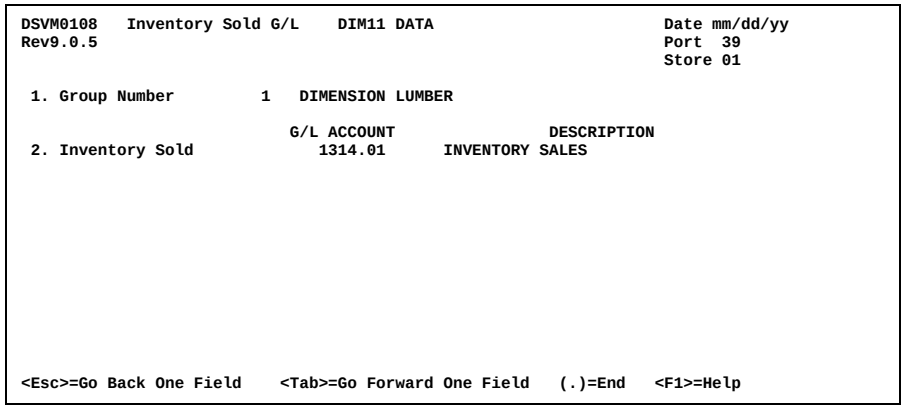
3. Payments

This option determines the G/L account numbers for customer payments to be posted to the General Ledger.


DSVM0108 Payments G/L DIM11 DATA Date mm/dd/yy
Rev9.0.5 Port 39
Store 01
PAYMENT DESCRIPTION G/L ACCOUNT DESCRIPTION
1. Cash 1120.01 CASH IN BANK - CHECKING
2. Check 1120.01 CASH IN BANK - CHECKING
3. Change Given 1120.01 CASH IN BANK - CHECKING
PAYMENT METHOD G/L ACCOUNT DESCRIPTION
4. Method #3 - VISA 1160.01 CASH IN BANK – CREDIT CARDS
5. Method #4 - M/C 1160.01 CASH IN BANK – CREDIT CARDS
6. Method #5 - AMEX 1160.01 CASH IN BANK – CREDIT CARDS
7. Method #6 - DISCOV 1160.01 CASH IN BANK – CREDIT CARDS
8. Method #7 - GIFT C 1120.01 CASH IN BANK - CHECKING
9. Method #8 - OTHER 1120.01 CASH IN BANK - CHECKING
10. Method #9 - .00
11. Method #10 - .00
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

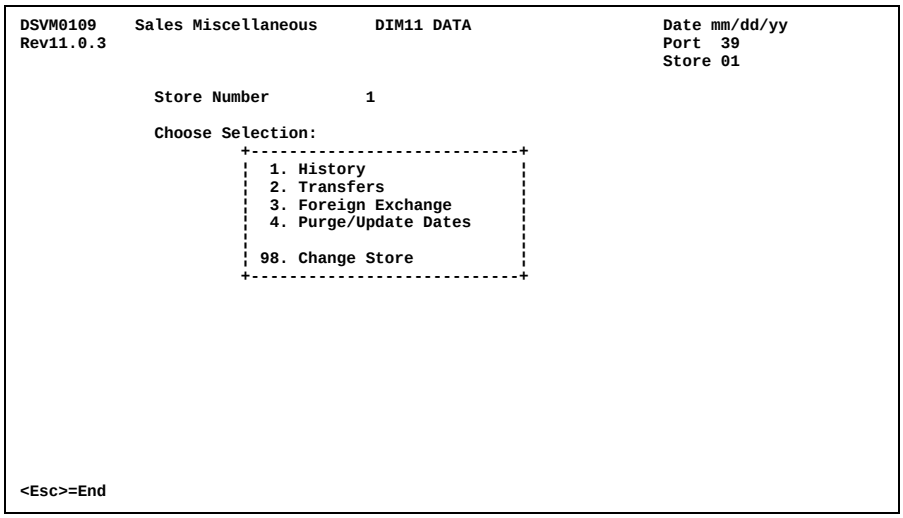
4. Inventory Sold

This option determines the G/L account numbers for inventory sold to be posted to the General Ledger. You must select the inventory group number before entering the G/L account.


DSVM0108 Inventory Sold G/L DIM11 DATA
Date mm/dd/yy
Rev9.0.5
Port 39
Store 01
1. Group Number 1 DIMENSION LUMBER
G/L ACCOUNT DESCRIPTION
2. Inventory Sold 1314.01 INVENTORY SALES
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

10. Miscellaneous Codes

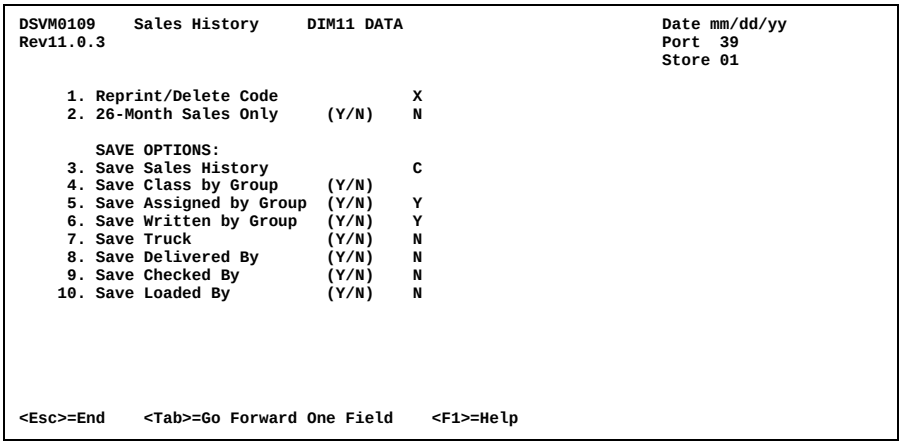
This menu is displayed after selecting **10** for **Miscellaneous Codes** from the **Sales Variable File Maintenance Menu**:



See the following four parts for descriptions of each option.

1. History

This screen allows you to set up the options for sales history and sales analysis purposes.


DSVM0109 Sales History DIM11 DATA
Date mm/dd/yy
Rev11.0.3
Port 39
Store 01
1. Reprint/Delete Code X
2. 26-Month Sales Only (Y/N) N
SAVE OPTIONS:
3. Save Sales History C
4. Save Class by Group (Y/N)
5. Save Assigned by Group (Y/N) Y
6. Save Written by Group (Y/N) Y
7. Save Truck (Y/N) N
8. Save Delivered By (Y/N) N
9. Save Checked By (Y/N) N
10. Save Loaded By (Y/N) N
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

2. Transfers

This screen allows you to set up the G/L account numbers for transfers as well as the transfer method.

Transfer Method = X (Post intercompany accounts and add to OX1.D)

```
DSVM0109   Sales Transfers    DIM11 DATA                          Date mm/dd/yy
Rev11.0.3                                                        Port  37
                                                                 Store 01

     1. Transfer Method              X

                          G/L ACCOUNT                DESCRIPTION
     2. Transfer Sales         8195.01   TRANSFERS
     3. Transfer Cost of
        Goods Sold             8195.01   TRANSFERS
                               1295.00   TRANSFER CLEARING

     5. Update IM2 Option            N
     6. Transfer Variance      4912.01   TRANSFER VARIANCE
     7. Transfer Vendor Number      201




<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

Transfer Method = Y (Post intercompany accounts)

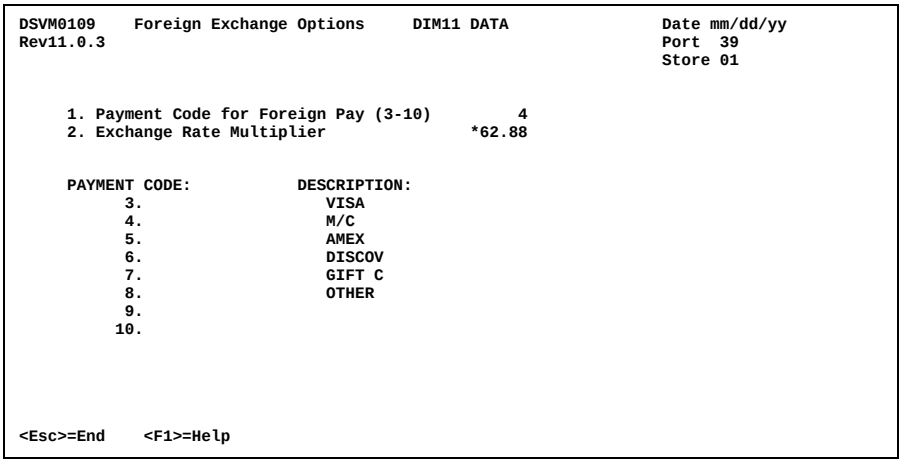
```
DSVM0109   Sales Transfers    DIM11 DATA                          Date mm/dd/yy
Rev11.0.3                                                        Port  37
                                                                 Store 01

     1. Transfer Method              Y

                          G/L ACCOUNT                DESCRIPTION
     2. Transfer Sales         8195.01   TRANSFERS
     3. Transfer Cost of
        Goods Sold             8195.01   TRANSFERS
     4. Transfer Clearing      1295.00   TRANSFER CLEARING

     5. Update IM2 Option            N









<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

Transfer Method = blank (Standard charge transaction)

```
DSVM0109   Sales Transfers    DIM11 DATA                          Date mm/dd/yy
Rev11.0.3                                                        Port  39
                                                                 Store 01

     1. Transfer Method

                          G/L ACCOUNT                DESCRIPTION
     2. Transfer Sales         8195.01   TRANSFERS (NET)
     3. Transfer Cost of
        Goods Sold             8195.01   TRANSFERS (NET)









<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

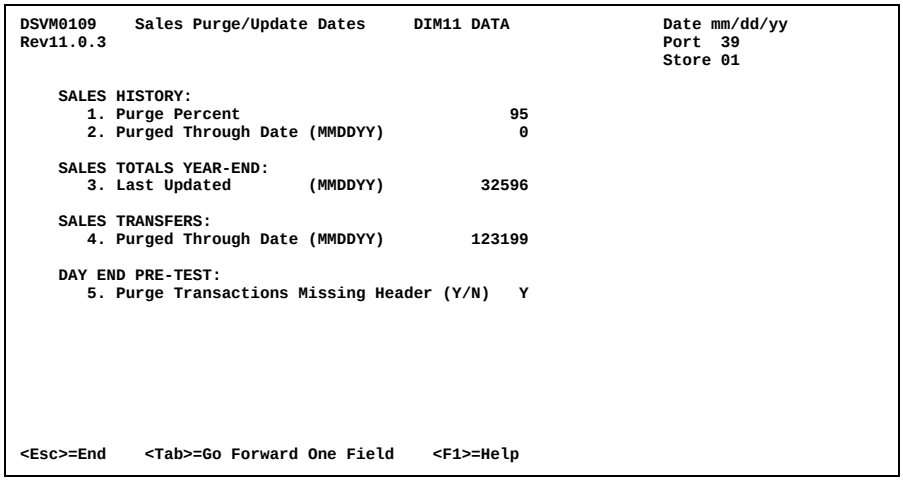
3. Foreign Exchange

This screen sets up the foreign exchange system by providing a payment code for foreign currency and an exchange rate multiplier.



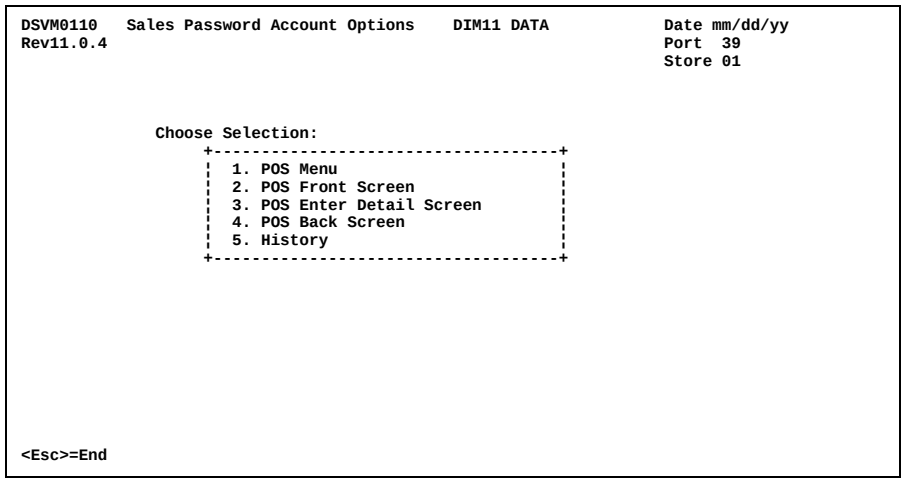
4. Purge/Update Dates

This screen tracks the purge date updated when a purge is performed on the Sales History file as well as the date of the last year end done for sales totals. It also tracks the purge date for transfers.


DSVM0109 Sales Purge/Update Dates DIM11 DATA Date mm/dd/yy
Rev11.0.3 Port 39
Store 01
SALES HISTORY:
1. Purge Percent 95
2. Purged Through Date (MMDDYY) 0
SALES TOTALS YEAR-END:
3. Last Updated (MMDDYY) 32596
SALES TRANSFERS:
4. Purged Through Date (MMDDYY) 123199
DAY END PRE-TEST:
5. Purge Transactions Missing Header (Y/N) Y
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

11. Password Account Options

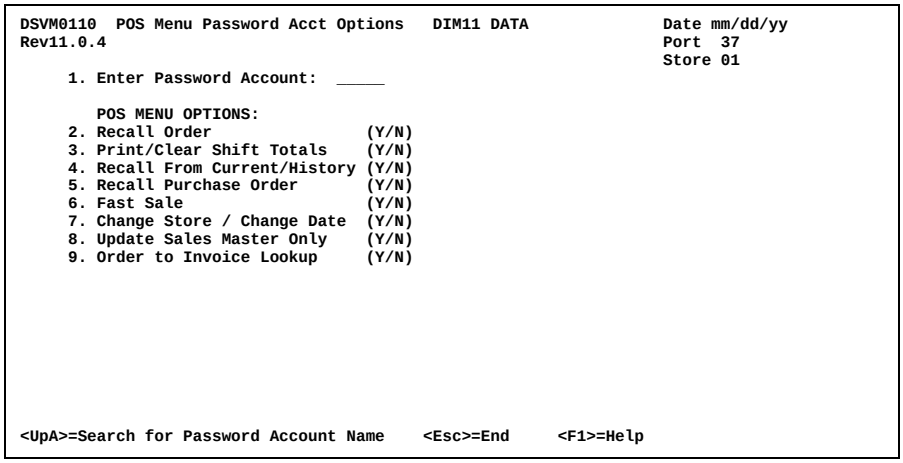
This menu is displayed after selecting **11** for **Password Account Options** from the **Sales Variable File Maintenance Menu**:



See the following five parts for descriptions of each option.

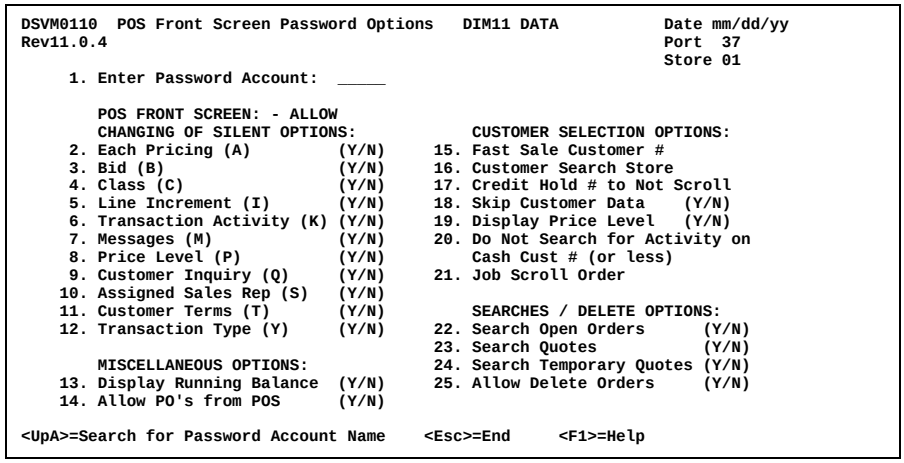
1. POS Menu

This screen allows you to set up password account options for the **POS/Order Entry Menu**. These options can also be set up by store. See Entry Options. If responses are not found for a password account, the computer defaults to the responses found in Entry Options.


DSVM0110 POS Menu Password Acct Options DIM11 DATA
Date mm/dd/yy
Rev11.0.4
Port 37
Store 01
1. Enter Password Account: _____
POS MENU OPTIONS:
2. Recall Order (Y/N)
3. Print/Clear Shift Totals (Y/N)
4. Recall From Current/History (Y/N)
5. Recall Purchase Order (Y/N)
6. Fast Sale (Y/N)
7. Change Store / Change Date (Y/N)
8. Update Sales Master Only (Y/N)
9. Order to Invoice Lookup (Y/N)
<UpA>=Search for Password Account Name
<Esc>=End
<F1>=Help

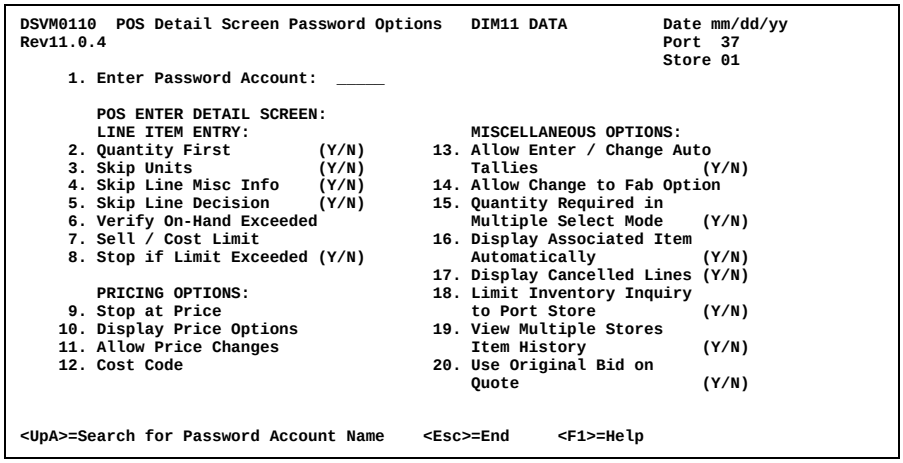
2. POS Front Screen

This screen allows you to set up password account options for the front screen. These options can also be set up by store. See Entry Options. If responses are not found for a password account, the computer defaults to the responses found in Entry Options.


DSVM0110 POS Front Screen Password Options DIM11 DATA Date mm/dd/yy
Rev11.0.4 Port 37
Store 01
1. Enter Password Account: _____
POS FRONT SCREEN: - ALLOW
CHANGING OF SILENT OPTIONS:
2. Each Pricing (A) (Y/N)
3. Bid (B) (Y/N)
4. Class (C) (Y/N)
5. Line Increment (I) (Y/N)
6. Transaction Activity (K) (Y/N)
7. Messages (M) (Y/N)
8. Price Level (P) (Y/N)
9. Customer Inquiry (Q) (Y/N)
10. Assigned Sales Rep (S) (Y/N)
11. Customer Terms (T) (Y/N)
12. Transaction Type (Y) (Y/N)
MISCELLANEOUS OPTIONS:
13. Display Running Balance (Y/N)
14. Allow PO's from POS (Y/N)
CUSTOMER SELECTION OPTIONS:
15. Fast Sale Customer #
16. Customer Search Store
17. Credit Hold # to Not Scroll
18. Skip Customer Data (Y/N)
19. Display Price Level (Y/N)
20. Do Not Search for Activity on
Cash Cust # (or less)
21. Job Scroll Order
SEARCHES / DELETE OPTIONS:
22. Search Open Orders (Y/N)
23. Search Quotes (Y/N)
24. Search Temporary Quotes (Y/N)
25. Allow Delete Orders (Y/N)
<UpA>=Search for Password Account Name <Esc>=End <F1>=Help

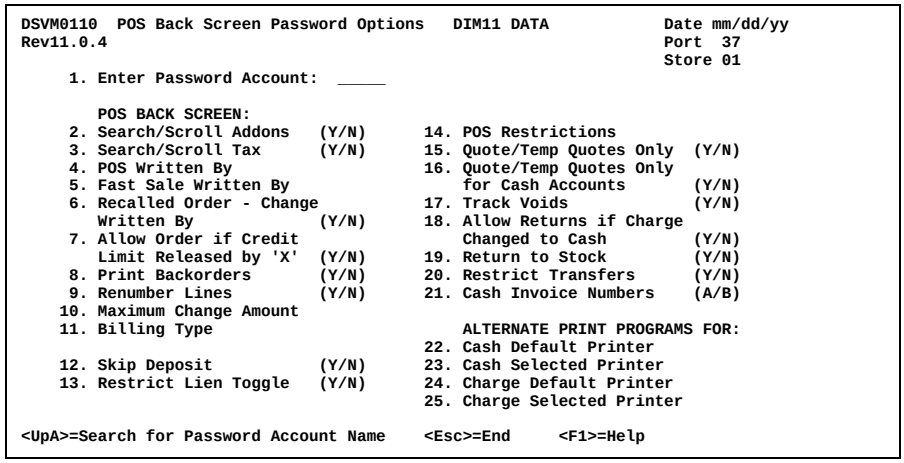
3. POS Enter Detail Screen

This screen allows you to set up password account options for the enter detail screen. These options can also be set up by store. See Entry Options. If responses are not found for a password account, the computer defaults to the responses found in Entry Options.


DSVM0110 POS Detail Screen Password Options DIM11 DATA Date mm/dd/yy
Rev11.0.4 Port 37
Store 01
1. Enter Password Account: _____
POS ENTER DETAIL SCREEN:
LINE ITEM ENTRY:
2. Quantity First (Y/N)
3. Skip Units (Y/N)
4. Skip Line Misc Info (Y/N)
5. Skip Line Decision (Y/N)
6. Verify On-Hand Exceeded
7. Sell / Cost Limit
8. Stop if Limit Exceeded (Y/N)
PRICING OPTIONS:
9. Stop at Price
10. Display Price Options
11. Allow Price Changes
12. Cost Code
MISCELLANEOUS OPTIONS:
13. Allow Enter / Change Auto Tallies (Y/N)
14. Allow Change to Fab Option
15. Quantity Required in Multiple Select Mode (Y/N)
16. Display Associated Item Automatically (Y/N)
17. Display Cancelled Lines (Y/N)
18. Limit Inventory Inquiry to Port Store (Y/N)
19. View Multiple Stores Item History (Y/N)
20. Use Original Bid on Quote (Y/N)
<UpA>=Search for Password Account Name <Esc>=End <F1>=Help

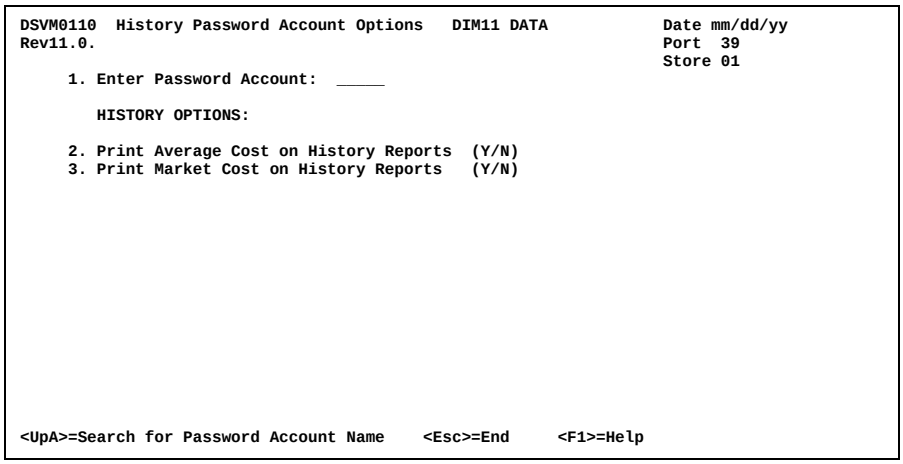
4. POS Back Screen

This screen allows you to set up password account options for the back screen. These options can also be set up by store. See Entry Options. If responses are not found for a password account, the computer defaults to the responses found in Entry Options.


DSVM0110 POS Back Screen Password Options DIM11 DATA Date mm/dd/yy
Rev11.0.4 Port 37
Store 01
1. Enter Password Account: _____
POS BACK SCREEN:
2. Search/Scroll Addons (Y/N)
3. Search/Scroll Tax (Y/N)
4. POS Written By
5. Fast Sale Written By
6. Recalled Order - Change Written By (Y/N)
7. Allow Order if Credit Limit Released by 'X' (Y/N)
8. Print Backorders (Y/N)
9. Renumber Lines (Y/N)
10. Maximum Change Amount
11. Billing Type
12. Skip Deposit (Y/N)
13. Restrict Lien Toggle (Y/N)
14. POS Restrictions
15. Quote/Temp Quotes Only (Y/N)
16. Quote/Temp Quotes Only for Cash Accounts (Y/N)
17. Track Voids (Y/N)
18. Allow Returns if Charge Changed to Cash (Y/N)
19. Return to Stock (Y/N)
20. Restrict Transfers (Y/N)
21. Cash Invoice Numbers (A/B)
ALTERNATE PRINT PROGRAMS FOR:
22. Cash Default Printer
23. Cash Selected Printer
24. Charge Default Printer
25. Charge Selected Printer
<UpA>=Search for Password Account Name <Esc>=End <F1>=Help

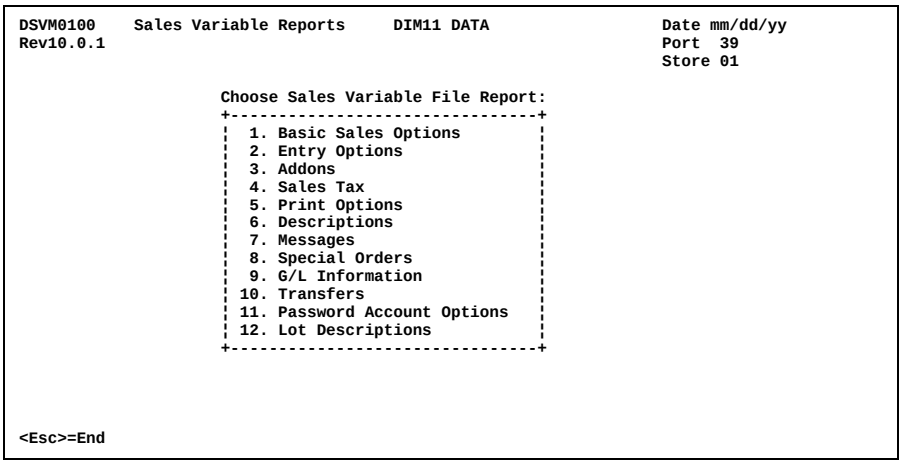
5. History

This screen allows you to set up password account options for history options.



12. Reports

This menu is displayed after selecting **12** for **Reports** from the **Sales Variable File Maintenance Menu**:



Each option prints a report of the corresponding information.

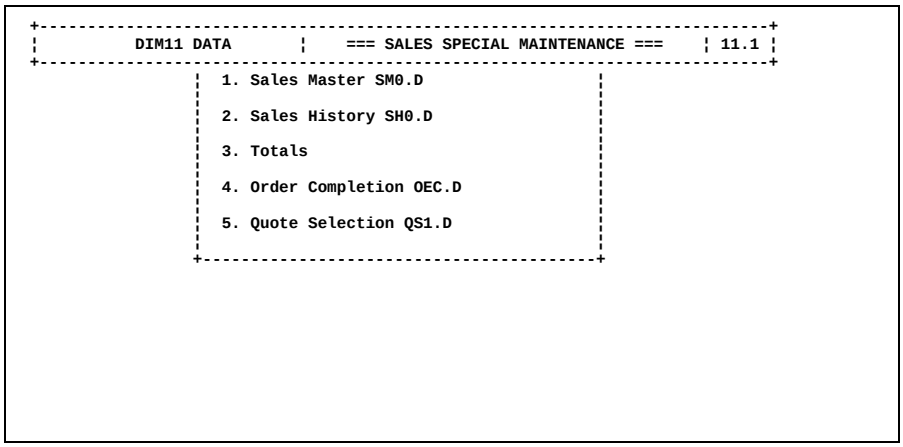
SECTION 4: Sales Special Maintenance

Introduction

This section contains special maintenance programs for the sales files. This allows you to perform maintenance on files on a record-by-record basis or by a range of records, therefore making it a high level function. The information stored here is sensitive and should be accessed cautiously.

Special Maintenance Menu

When you select **Sales Special Maintenance** from the **Sales Menu**, another menu is displayed:

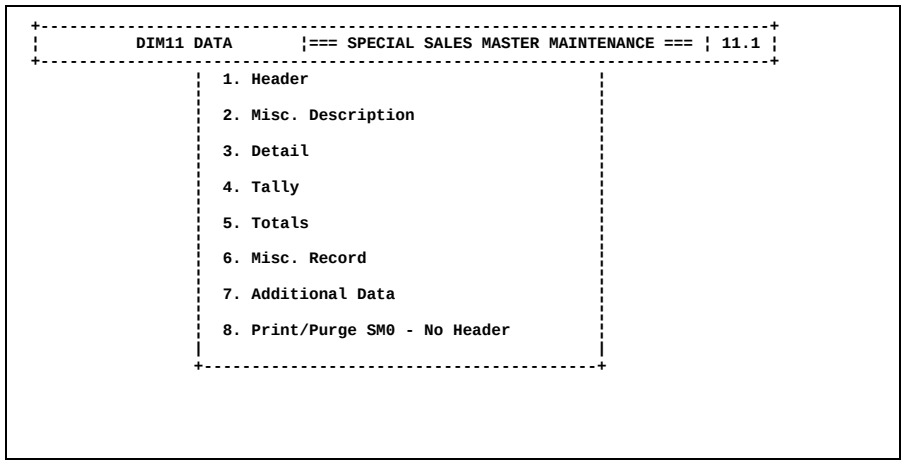


Each menu selection goes to another submenu of special maintenance selections. The following section is organized according to this menu and its submenus. Each screen is displayed and its purpose is defined.

It is assumed you have read *Getting Started* and know how to move through menus and do file maintenance. See Chapter 2, System Training.

Part 1. Sales Master SM0.D

This menu is displayed after selecting **1** for **Sales Master SM0.D** from the **Sales Special Maintenance Menu**:



See the following 8 parts for descriptions of each option.

Part 1-1. Header

```
DS004101                  SALES MASTER HEADER DATA

 1. BATCH NUMBER                        3. NOT USED
 6. PORT NUMBER (1-999)                 7. TRANS TYPE (?-HELP)
 8. CUSTOMER NUMBER                     9. TRAN DATE (YYMMDD)
10. ADJUST TAX CODE(1-999)             11. TERMS
12. ASSIGNED SALESMAN NO               13. PRICE LEVEL
14. WRITTEN BY            15. DELIVERED BY            47. LOAD TYPE
16. LOADED BY             17. CHECKED BY              48. DELIV TYPE
18. DELIVERY DATE (YYMMDD)            19. OUR P.O. NUMBER
20. FROM TRANS                         21. TICKET #
22. EACH PRICING(Y/N)                  23. CLASS
24. BID NUMBER                         25. TALLY COUNT
26. BID OVERRIDE( ,E,X)                27. QUOTE/ORDER STATUS( ,U,D)
28. TIME OF DAY(HHMM)                  29. CASH SALES(Y/N)
30. RELEASE OF CREDIT (?-HELP)         31. TRUCK
32. TOTAL MKT COST EXT                 33. INVOICE NEGATIVE LINE
34. ORDER TYPE    14.4. BACKORDER    14.6. PACKAGE NO    14.8. PRT DEL DET
15.4. TOWN CD       30.4 EXCHANGED (Y/N)     30.6 NO ORDER PRINTED(T,P)
30.8. RETURN TO STOCK(N=NO)     16.4  FUTURE ORDER    16.42 IN USE
44. SPECIAL ORDERS CNT          45. RUN #             46. X-DATE
  5. STORE NUMBER          2. TRANS NO               4. LINE NUMBER(401)
ENTER OPTION (A,V,E,?):
```

FILENAME : SM1.D (Sales Master File)
Type 1 record of SM0.D (Header)

KEYS : Store Number (1-99)
Transaction Number
Line Number (401)

COMMENTS: Since this is maintenance on the transaction header, the line number will always be 401.

7. TRANSACTION TYPE

C	=	CASH IN/OUT	R	=	RETURN
I	=	INVOICE	T	=	TEMP QUOTE
O	=	ORDER	X	=	TRANSFER
Q	=	QUOTE	V	=	VOID

9. TRANSACTION DATE - Uses format YYMMDD

14.8 PRT DEL DET = Print Delivery Detail (Y/N)

15.4 TOWN CD - If using delivery system.

26. BID OVERRIDE (,E,X)
Blank = not overridden
E = expired but used
X = expired and not used

27. QUOTE/ORDER STATUS (,U,D)
Blank = normal, to be updated
U = updated to G/L
D = to be deleted

28. TIME OF DAY (HHMM)
H = hour
M = minute

30. RELEASE OF CREDIT
Y = Yes, credit released at POS
N = No, credit not released or does not apply

30.4. EXCHANGED? (Y/N) - If using currency exchange rate option.

33. INV. NEGATIVE LINE
    Y = either the transaction is a return or an invoice with a negative quantity on at least one of the lines. When you print a Return Register (POS Transaction Register at day end), this flag will indicate whether or not to print the transaction.
    N = transaction is neither a return nor an invoice with negative line(s).

34. ORDER TYPE (ORDER ENTRY)
    I = invoice
    R = return
    X = transfer

Part 1-2. Misc. Description

```
DS004102                  SALES MSTER MSIC DESCRS

 4. BATCH NUMBER
 5. CUSTOMER P.O.
 6. MISCELLANEOUS NOTES
 7. SHIP TO 1
 8. SHIP TO 2
 9. SHIP TO 3
10. FROM BACKORDER( ,B)
11. LIENABLE (Y/N)
12. POS TYPE(R,D,S)


  1. STORE NUMBER       2. TRANS NUMBER             3. LINE NUMBER (402)









ENTER OPTION (A,V,E,?):
```

FILENAME : SM2.D (Sales Master File)
Type 2 record of SM0.D (Misc. Description)

KEYS : Store Number (1-99)
Transaction Number
Line Number (402)

COMMENTS: Since this is maintenance on the miscellaneous description information, the line number will always be 402.

This information comes mainly from the back page of the POS ticket.

5. CUSTOMER P.O.
   If the credit card option is used, this field will contain the authorization code and the expiration date (mmyy) in the last 4.

6. MISCELLANEOUS NOTES
   If the credit card option is used, this field will contain the credit card account number.

10. FROM BACKORDER (,B)
    Blank = not from backorder
    B = from automatic backorder

12. POS TYPE (R,D,S)
    R = regular
    D = direct
    S = special

Part 1-3. Detail

```
DS004103   MAINTAIN SALES MASTER DETAIL DATA

 1. BATCH NUMBER                        3. MARGIN VARIANCE( ,+,-)
 5. ITEM NUMBER                       5.3. FAB VERSION NO
 6. ITEM TYPE                           7. QUANTITY
 8. EXTENDED QUANTITY                   9. DSC
10. MARKET COST                        11. PRICE
12. PRICE- C OR M OR BLANK            12.1. FREIGHT
13. LINE DISC PERCENT                 13.1. PRICE ADDON 1
13.2. PRICE ADDON 2                    14. PRICE VARIANCE VAL
15. UNIT DESCRIPTION                   16. COST
17. SELL EXTENSION                     18. COST EXTENSION
19. NON TAXABLE (Y,N,S)                20. NON DISCOUNTABLE(Y/N)
21. PRICE - SOURCE                     22. TALLY REQUIRED(Y/N)
23. SPIFF NUMBER                       24. TALLY - BKORD - CANCEL
25. STORE NUMBER                       26. MARKET COST EXTEN
32. PRICE VARIANCE CODE                5.1. QUOTE RECALL PACKAGE NO
5.2. RETURN TO STOCK(Y/N)              29. ORIGINAL UNITS ORDERED
30. SPECIAL ORDER NUMBER               37. FILL RATE ADJ CODE(1-99)
38. TAG TRACKING NUMBER                39. PRICE LEVEL 1 PRICE
40. MUM-CODE       41. MUM/STOCK QTY
25. STORE NO         2. TRANS NO             4. LINE NO (10001-20000)
ENTER OPTION (A,V,E,?):
```

FILENAME : SM3.D (Sales Master File)
Type 3 record of SM0.D (Line Items)

KEYS : Store Number (1-99)
Transaction Number
Line Number (10001-20000)

COMMENTS: These are the individual lines on a POS ticket.

3. MARGIN VARIANCE (,+,-)
Blank = variance is OK
+ = over high end
- = under low end

14. PRICE VARIANCE VALUE (see also field 32, PRICE VARIANCE CODE) Contains the value of any price variance (percent, dollar, or price level)

21. PRICE SOURCE
A = automatic from IM2.D
E = entered price
B = bid price
M = matrix price
S = spiff price
O = override price

24. TALLY - BKORD - CANCEL
Used to specify if there is a tally record (TAL), backorder (BO), or cancel (CAN).

(+ = YES, - = NO)

N =- TAL - BO - CAN
Y = + TAL - BO - CAN
C =- TAL - BO + CAN
B =- TAL + BO - CAN
X = + TAL + BO - CAN
Z = + TAL - BO + CAN

32. PRICE VARIANCE CODE
    Blank = normal
    P = percent
    D = dollar
    L = price level

40. MUM-Code
    Contains the MUM code from IM13.D (Multiple Units of Measure File)

41. MUM/STOCK Qty
    Contains the quantity for the selected MUM code

    Fields 7, 8, 10, 11, 16, 17, 18, 26, 29, and 39 contain information converted to the unit level, not the stock level.

Part 1-4. Tally

```
DS004104                  SALES MASTER TALLY DATA

 1. BATCH NUMBER                          3. NOT USED

 5. TALLY AMOUNT 1
 6. TALLY AMOUNT 2
 7. TALLY AMOUNT 3
 8. TALLY AMOUNT 4
 9. TALLY AMOUNT 5
10. TALLY AMOUNT 6
11. TALLY AMOUNT 7
12. TALLY AMOUNT 8
13. TALLY AMOUNT 9
14. TALLY AMOUNT 10                      20. TALLY AMOUNT 16
15. TALLY AMOUNT 11                      21. TALLY AMOUNT 17
16. TALLY AMOUNT 12                      22. TALLY AMOUNT 18
17. TALLY AMOUNT 13                      23. TALLY AMOUNT 19
18. TALLY AMOUNT 14                      24. TALLY AMOUNT 20
19. TALLY AMOUNT 15                      26. TYPE 2/3 TOTAL FOOTAGE

25. STORE NO         2. TRANS NO              4. LINE NO (20001-50000)

ENTER OPTION (A,V,E,?):
```

FILENAME : SM4.D (Sales Master File)
Type 4 record of SM0.D (Tally Record)

KEYS : Store Number (1-99)
Transaction Number
Line Number (20001-5000)

COMMENTS: These are the tally amounts for individual lines on a POS ticket. There can be up to 10 tallies per item for regular Point of Sale or 30 for the wholesale option.

Lines 201 - 400 = tallies 1-10
Lines 401 - 610 = tallies 11-20
Lines 611 - 800 = tallies 21-30

The tally amounts work in pairs, the first showing the number of pieces and the second showing the length. For example:

5. TALLY AMOUNT 1 - # of pieces in 1st tally
6. TALLY AMOUNT 2 - length of 1st tally
7. TALLY AMOUNT 3 - # of pieces in 2nd tally
8. TALLY AMOUNT 4 - length of 2nd tally

etc.

Part 1-5. Totals

```
DS004105                  SALES MASTER TOTALS DATA

 1. BATCH NUMBER                        3. NOT USED
 5. TAX CODE(1-999)
 6. TAX SOURCE                          7. TAX AMOUNT
 8. TOTAL TAXABLE                       9. ACCUMULATED DEPOSIT
10. TOTAL DISCOUNTABLE                 11. ADDON CODE 1
12. ADDON CODE 2                       13. ADDON CODE 3
14. ADDON AMOUNT 1                     15. ADDON AMOUNT 2
16. ADDON AMOUNT 3                     17. SUBTOTAL
18. TOTAL                              19. TOT COST EXT.
20. CASH                               21. CHECK
22. VISA                               23. MASTER CHARGE
24. OTHER CARD                         25. CHANGE AMOUNT
26. MISC.                              27. TOTAL DEPOSIT
29. TICKET PRICE OVERRIDE( ,P)         30. TICKET LOW MARGIN( ,-)
31. TICKET HIGH MARGIN( ,+)            32. TOTAL DELIVERY
33. TAX 2 AMOUNT


 28. STORE NUMBER          2. TRANS NO              4. LINE NUMBER(403)

ENTER OPTION (A,V,E,?):
```

FILENAME : SM5.D (Sales Master File)
Type 5 record of SM0.D (Totals)

KEYS : Store Number (1-99)
Transaction Number
Line Number (403)

COMMENTS: Since this is maintenance on sales totals, the line number will always be 403.

6. TAX SOURCE
   A = adjustment
   M = manual amount
   C = manual code

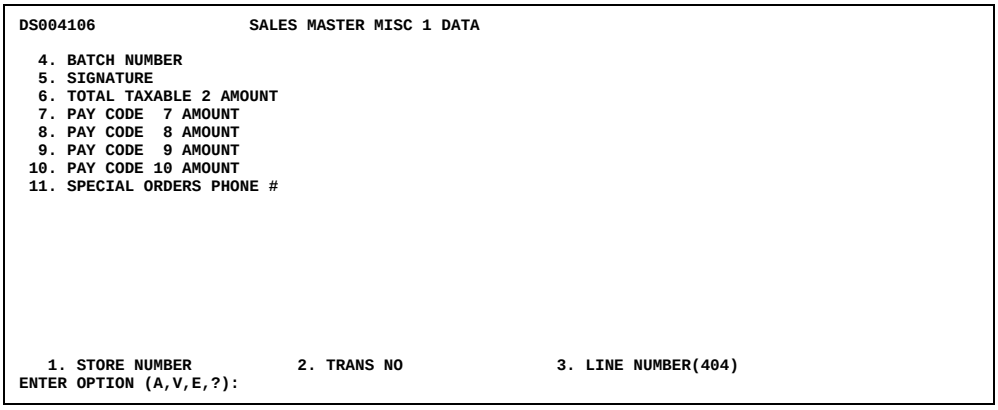
29. TICKET PRICE OVERRIDE (,P)
   Blank = no override on ticket
   P = yes, price override on ticket

30. TICKET LOW MARGIN (,-)
   Blank = within low margin
   - = yes, under low margin

31. TICKET HIGH MARGIN (,+)
   Blank = with high margin
   + = yes, above high margin

32. TOTAL DELIVERY - only if using the delivery system.

Part 1-6. Misc. Record


DS004106 SALES MASTER MISC 1 DATA
4. BATCH NUMBER
5. SIGNATURE
6. TOTAL TAXABLE 2 AMOUNT
7. PAY CODE 7 AMOUNT
8. PAY CODE 8 AMOUNT
9. PAY CODE 9 AMOUNT
10. PAY CODE 10 AMOUNT
11. SPECIAL ORDERS PHONE #
1. STORE NUMBER
2. TRANS NO
3. LINE NUMBER(404)
ENTER OPTION (A,V,E,?):

FILENAME : SM6.D (Sales Master File)
Type 6 record of SM0.D (Signatures)

KEYS : Store Number (1-99)
Transaction Number
Line Number (404)

COMMENTS: Since this is maintenance on the transaction's signature information, the line number will always be 404.

Part 1-7. Additional Data

```
DS004107      Maintain Sales Master Additional Data (Record 407)   Date mm/dd/yy
Rev11.0.1               DIM11 DATA                                 Port  37
                                                                   Store 01

 1.  Store Number                            1
 2.  Transaction Number                      0
 3.  Line Number                           407              (Cannot Change)
 4.  Batch Number
 5.  Total Weight                          .00
 6.  COST OF SHIPPING                      .00
 7.                                        .00
 8.  INVOICE NUMBER                          0
 9.  TRUCK #                                 0
10.  BILL OF LADING #
11.
12.  VENDOR NAME
13.  VENDOR ADDRESS
14.  VENDOR CITY,STATE,ZIP
15.
16.
17.
18.
19.

<Esc>=Back    <Tab>=Forward    (.)=End
```

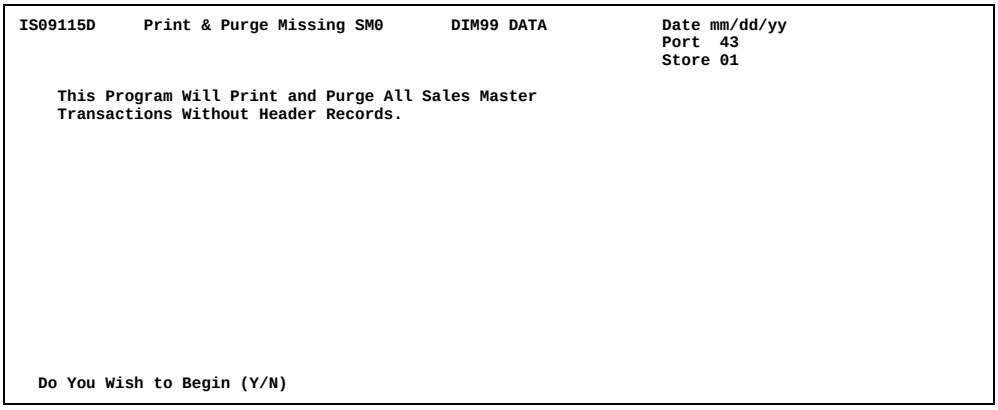
FILENAME: SM0.D (Sales Master File)
Type 7 record of SM0.D (Additional Data)

KEYS : Store Number (1-99)
Transaction Number
Line Number (407)
Batch Number

COMMENTS: This program allows you to perform maintenance on the additional data record in the Sales Master File. Since this is maintenance on the transaction's additional data information, the line number will always be 407.

Field 5, **Total Weight**, is calculated and entered automatically when the ticket is updated. Fields 6-19 are user-defined in the Sales Variable File, Descriptions, POS Additional Fields.

Part 1-8. Print/Purge SM0 – No Header


IS09115D Print & Purge Missing SM0 DIM99 DATA
Date mm/dd/yy
Port 43
Store 01
This Program Will Print and Purge All Sales Master
Transactions Without Header Records.
Do You Wish to Begin (Y/N)

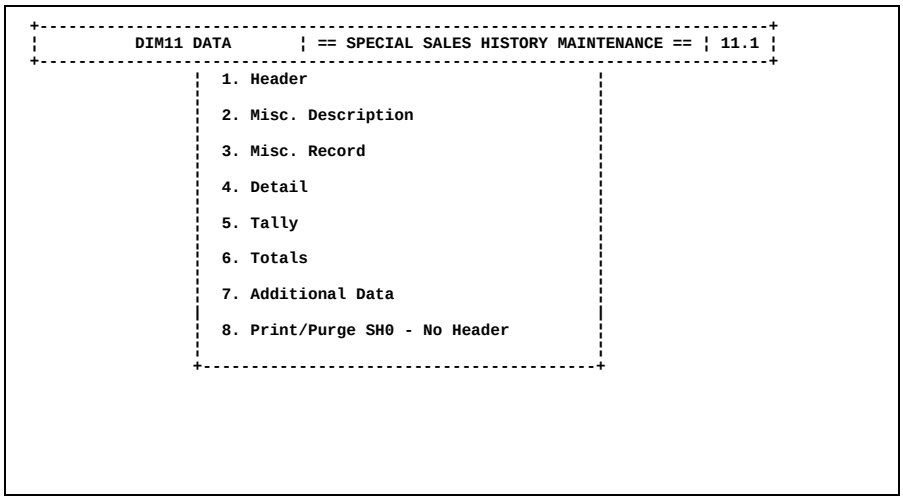
FILENAME: SM0.D (Sales Master File)

KEYS: N/A

COMMENTS: This program allows you to print and delete all sales transactions in the Sales Master File without header records. Be sure that you want to do this before answering **Y** at the bottom of the screen.

Part 2. Sales History SH0.D

This menu is displayed after selecting **2** for **Sales History SH0.D** from the **Sales Special Maintenance Menu**:



See the following 8 parts for descriptions of each option.

Part 2-1. Header

```
DS004201                  SALES HISTORY HEADER DATA

 1. BATCH NUMBER                        3. NOT USED
 6. PORT NUMBER (1-999)                 7. TRANS TYPE (?-HELP)
 8. CUSTOMER NUMBER                     9. TRAN DATE (YYYYMMDD)
10. ADJUST TAX CODE(1-999)             11. TERMS
12. ASSIGNED SALESMAN NO               13. PRICE LEVEL
14. WRITTEN BY            15. DELIVERED BY            47. LOAD TYPE
16. LOADED BY             17. CHECKED BY              48. DELIV TYPE
18. DELIVERY DATE (YYMMDD)             19. OUR P.O. NUMBER
20. FROM TRANS                         21. TICKET #
22. EACH PRICING(Y/N)                  23. CLASS
24. BID NUMBER                         25. TALLY COUNT
26. BID OVERRIDE( ,E,X)                27. QUOTE/ORDER STATUS( ,U,D)
28. TIME OF DAY(HHMM)                  29. CASH SALES(Y/N)
30. RELEASE OF CREDIT (?-HELP)         31. TRUCK
32. TOTAL MKT COST EXT                 33. INVOICE NEGATIVE LINE
34. ORDER TYPE    14.4. BACKORDER    14.6. PACKAGE NO    14.8. PRT DEL DET
15.4. TOWN CD       30.4 EXCHANGED (Y/N)     30.6 NO ORDER PRINTED(T,P)
30.8. RETURN TO STOCK(N=NO)     16.4  FUTURE ORDER    16.42 IN USE
35. SPECIAL ORDERS CNT          36. RUN #     37. X-DATE
  5. STORE NUMBER          2. TRANS NO               4. LINE NUMBER(401)
ENTER OPTION (A,V,E,?):
```

FILENAME : SH1.D (Sales History File)
Type 1 record of SH0.D (Header)

KEYS : Store Number (1-99)
Transaction Number
Line Number (401)

COMMENTS: Since this is maintenance on the transaction header (history file), the line number will always be 401.

7. TRANSACTION TYPE

C	= CASH IN/OUT	R	= RETURN
I	= INVOICE	T	= TEMP QUOTE
O	= ORDER	X	= TRANSFER
Q	= QUOTE		

9. TRANSACTION DATE - Uses format YYMMDD

14.8 PRT DEL DET = Print Delivery Detail (Y/N)

15.4 TOWN CD - If using delivery system.

26. BID OVERRIDE (,E,X)
Blank = not overridden
E = expired but used
X = expired and not used

27. QUOTE/ORDER STATUS (,U,D)
Blank = normal, to be updated
U = updated to G/L
D = to be deleted

28. TIME OF DAY (HHMM)
H = hour
M = minute

30. RELEASE OF CREDIT
Y = Yes, credit released at POS
N = No, credit not released or does not apply

30.4. EXCHANGED? (Y/N) - If using currency exchange rate option.

33. INV. NEGATIVE LINE
    Y = either the transaction is a return or an invoice with a negative quantity on at least one of the lines. When you print a Return Register (POS Transaction Register at day end), this flag will indicate whether or not to print the transaction.
    N = transaction is neither a return nor an invoice with negative line(s).
34. ORDER TYPE (ORDER ENTRY)
    I = invoice
    R = return
    X = transfer

Part 2-2. Misc. Description

```
DS004202   Sales History Misc Descriptions

 4. Batch Number
 5. Customer P.O.
 6. Miscellaneous Notes
 7. Ship to Line 1
 8. Ship to Line 2
 9. Ship to Line 3
10. From Backorder ( ,B)
11. Lienable (Y/N)
12. POS Type (R,D,S,P)


  1. Store Number        2. Trans Number             3. Line Number (402)









Enter Option (A,V,E,?):
```

FILENAME : SH2.D (Sales History File)
Type 2 record of SH0.D (Misc. Description)

KEYS : Store Number (1-99)
Transaction Number
Line Number (402)

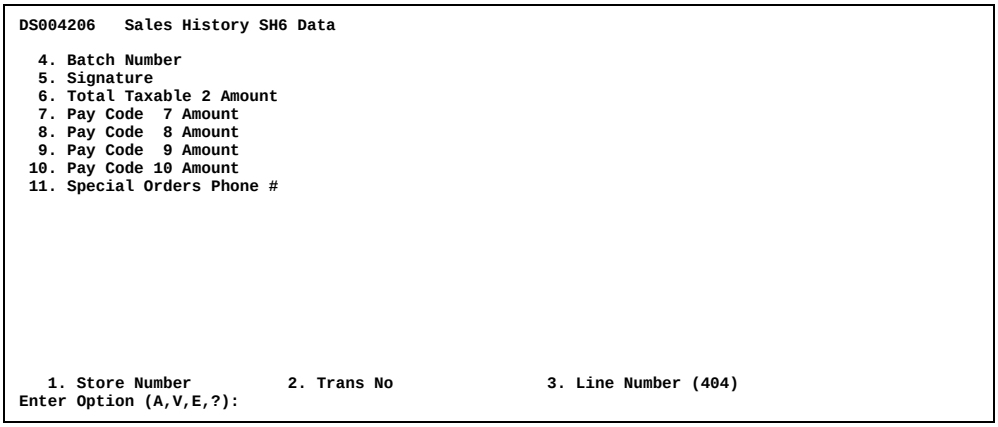
COMMENTS: Since this is maintenance on the miscellaneous description information, the line number will always be 402.

This information comes mainly from the back page of the POS ticket.

10. FROM BACKORDER (,B)
Blank = not from backorder
B = from automatic backorder

12. POS TYPE (R,D,S)
R = regular
D = direct
S = special
P = package

Part 2-3. Misc. Record


DS004206 Sales History SH6 Data
4. Batch Number
5. Signature
6. Total Taxable 2 Amount
7. Pay Code 7 Amount
8. Pay Code 8 Amount
9. Pay Code 9 Amount
10. Pay Code 10 Amount
11. Special Orders Phone #
1. Store Number
2. Trans No
3. Line Number (404)
Enter Option (A,V,E,?):

FILENAME : SH6.D (Sales Master File)
Type 6 record of SH0.D (Signatures)

KEYS : Store Number (1-99)
Transaction Number
Line Number (404)

COMMENTS: Since this is maintenance on the transaction's signature information, the line number will always be 404.

Part 2-4. Detail

```
DS004203   Maintain Sales History Detail Data

 4. Batch Number                      5. Margin Variance ( ,+,-)
 6. Item Number                       7. Fab Version No
 8. Item Type                         9. Quantity
10. Extended Quantity                11. Dsc
12. Market Cost                      13. Price
14. Price (C, M or Blank)            15. Freight
16. Line Discount Percent            17. Price Addon 1
18. Price Addon 2                    19. Price Variance Val
20. Unit Description                 21. Cost
22. Sell Extension                   23. Cost Extension
24. Non Taxable (Y,N,S)              25. Non Discountable (Y/N)
26. Price - Source                   27. Tally Required (Y/N)
28. Spiff Number                     29. Tally - Bkord - Cancel (Y/N)
30. Store Number                     31. Market Cost Exten
32. Price Variance Code              33. Quote Recall Package No
34. Return to Stock (N=No)           35. Original Qty Ordered
36. Special Order Number             37. Fill Rate Adj Code(1-99)
38. Tag Tracking Number              39. Price Level 1 Price
40. MUM-Code       41. MUM/STOCK Qty
1. Store Number       2. Trans No          3. Line Number (10001-20000)
Enter Option (A,V,E,?):
```

FILENAME : SH3.D (Sales History File)
Type 3 record of SH0.D (Line Items)
You must also have the SH0.J3 index. Reindex SH0.D to create this index.

KEYS : Store Number (1-99)
Transaction Number
Line Number (10001-20000)

COMMENTS: These are the individual lines on a POS ticket.

3. MARGIN VARIANCE (,+,-)
Blank = variance is OK
+ = over high end
- = under low end

9. DESCRIPTION

14. PRICE VARIANCE VALUE (see also field 32, PRICE VARIANCE CODE). Contains the value of any price variance (percent, dollar, or price level).

21. PRICE SOURCE
A = automatic from IM2.D
E = entered price
B = bid price
M = matrix price
S = spiff price
O = override price

24. TALLY - BKORD - CANCEL
Used to specify if there is a tally record (TAL), backorder (BO), or cancel (CAN). (+ = YES, - = NO)

N =- TAL - BO - CAN
Y = + TAL - BO - CAN
C =- TAL - BO + CAN
B =- TAL + BO - CAN
X = + TAL + BO - CAN
Z = + TAL - BO + CAN

32. PRICE VARIANCE CODE
    Blank = normal
    P = percent
    D = dollar
    L = price level

40. MUM-Code
    Contains the MUM code from IM13.D (Multiple Units of Measure File)

41. MUM/STOCK Qty
    Contains the quantity for the selected MUM code

    Fields 7, 8, 10, 11, 16, 17, 18, 26, 29, and 39 contain information converted to the unit level, not the stock level.

Part 2-5. Tally

```
DS004204   Sales History Tally Data

 4. Batch Number                          3. Not Used

 5. Tally Amount 1
 6. Tally Amount 2
 7. Tally Amount 3
 8. Tally Amount 4
 9. Tally Amount 5
10. Tally Amount 6
11. Tally Amount 7
12. Tally Amount 8
13. Tally Amount 9
14. Tally Amount 10                      20. Tally Amount 16
15. Tally Amount 11                      21. Tally Amount 17
16. Tally Amount 12                      22. Tally Amount 18
17. Tally Amount 13                      23. Tally Amount 19
18. Tally Amount 14                      24. Tally Amount 20
19. Tally Amount 15                      26. Type 2/3 Total Footage

 1. Store Number       2. Trans No          3. Line Number (20001-50000)

Enter Option (A,V,E,?):
```

FILENAME : SH4.D (Sales History File)
Type 4 record of SH0.D (Tally Record)

KEYS : Store Number (1-99)
Transaction Number
Line Number (20001-50000)

COMMENTS: These are the tally amounts for individual lines on a POS ticket. There can be up to 10 tallies per item for regular Point of Sale or 30 for the wholesale option.

Lines 201 - 400 = tallies 1-10
Lines 401 - 610 = tallies 11-20
Lines 611 - 800 = tallies 21-30

The tally amounts work in pairs, the first showing the number of pieces and the second showing the length. For example:

5. TALLY AMOUNT 1 - # of pieces in 1st tally
6. TALLY AMOUNT 2 - length of 1st tally
7. TALLY AMOUNT 3 - # of pieces in 2nd tally
8. TALLY AMOUNT 4 - length of 2nd tally

etc.

Part 2-6. Totals

```
DS004205   Sales History Totals Data

 4. Batch Number
 5. Tax Code (1-999)
 6. Tax Source                          7. Tax Amount
 8. Total Taxable                       9. Accumulated Deposit
10. Total Discountable                 11. Addon Code 1
12. Addon Code 2                       13. Addon Code 3
14. Addon Amount 1                     15. Addon Amount 2
16. Addon Amount 3                     17. Subtotal
18. Total                              19. Tot Cost Ext.
20. Cash                               21. Check
22. Other Pay Code 3                   23. Other Pay Code 4
24. Other Pay Code 5                   25. Change Amount
26. Other Pay Code 6                   27. Total Deposit
29. Ticket Price Override ( ,P)        30. Ticket Low Margin ( ,-)
31. Ticket High Margin ( ,+)           32. Total Delivery

 1. Store Number          2. Trans No              3. Line Number (403)


Enter Option (A,V,E,?):
```

FILENAME : SH5.D (Sales History File)
Type 5 record of SH0.D (Totals)

KEYS : Store Number (1-99)
Transaction Number
Line Number (403)

COMMENTS: Since this is maintenance on sales totals (history file), the line number will always be 403.

6. TAX SOURCE
   A = adjustment
   M = manual amount
   C = manual code

29. TICKET PRICE OVERRIDE (,P)
   Blank = no override on ticket
   P = yes, price override on ticket

30. TICKET LOW MARGIN (,-)
   Blank = within low margin
   - = yes, under low margin

31. TICKET HIGH MARGIN (,+)
   Blank = with high margin
   + = yes, above high margin

32. TOTAL DELIVERY - only if using the delivery system.

Part 2-7. Additional Data

```
DS004107/H    Maintain Sales History Additional Data (Record 407)  Date mm/dd/yy
Rev11.0.1              DIM11 FIX NZH                               Port  37
                                                                   Store 01

 1.  Store Number                          1
 2.  Transaction Number                    0
 3.  Line Number                         407              (Cannot Change)
 4.  Batch Number
 5.  Total Weight                        .00
 6.  COST OF SHIPPING                    .00
 7.                                      .00
 8.  INVOICE NUMBER                        0
 9.  TRUCK #                               0
10.  BILL OF LADING #
11.
12.  VENDOR NAME
13.  VENDOR ADDRESS
14.  VENDOR CITY,STATE,ZIP
15.
16.
17.
18.
19.

<Esc>=Back    <Tab>=Forward    (.)=End
```

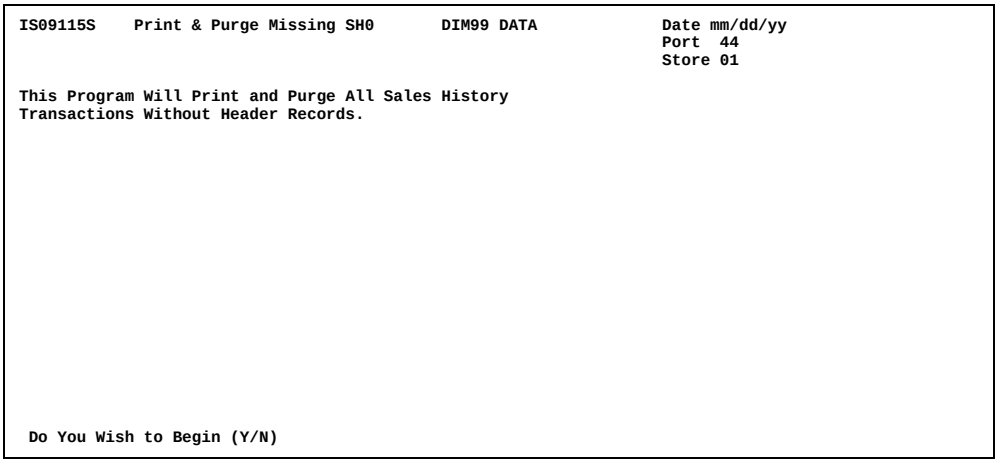
FILENAME: SH0.D (Sales History File)
Type 7 record of SH0.D (Additional Data)

KEYS : Store Number (1-99)
Transaction Number
Line Number (407)
Batch Number

COMMENTS: This program allows you to perform maintenance on the additional data record in the Sales History File. Since this is maintenance on the transaction's additional data information, the line number will always be 407.

Field 5, **Total Weight**, is calculated and entered automatically when the ticket is updated. Fields 6-19 are user-defined in the Sales Variable File, Descriptions, POS Additional Fields.

Part 2-8. Print/Purge SH0 – No Header


IS09115S Print & Purge Missing SH0 DIM99 DATA
Date mm/dd/yy
Port 44
Store 01
This Program Will Print and Purge All Sales History
Transactions Without Header Records.
Do You Wish to Begin (Y/N)

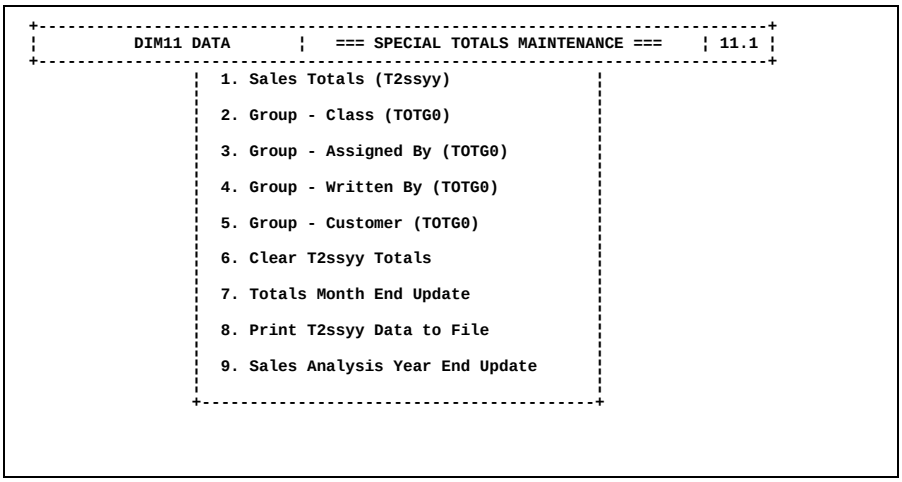
FILENAME: SH0.D (Sales History File)

KEYS: N/A

COMMENTS: This program allows you to print and delete all sales transactions in the Sales History File without header records. Be sure that you want to do this before answering **Y** at the bottom of the screen.

Part 3. Totals

This menu is displayed after selecting **3** for **Totals** from the **Sales Special Maintenance Menu**:


DIM11 DATA
=== SPECIAL TOTALS MAINTENANCE ===
11.1
1. Sales Totals (T2ssyy)
2. Group - Class (TOTG0)
3. Group - Assigned By (TOTG0)
4. Group - Written By (TOTG0)
5. Group - Customer (TOTG0)
6. Clear T2ssyy Totals
7. Totals Month End Update
8. Print T2ssyy Data to File
9. Sales Analysis Year End Update

See the following 9 parts for descriptions of each option.

Part 3-1. Sales Totals (T2ssyy)

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Rev9.0.2                                                          Port  44



    Enter Store
    Enter Year (Ex:1994)









<Esc> = End
```

FILENAME : T2*ssyy*.D (*ss* = store number, *yy* = year)

KEYS : N/A

COMMENTS: The T2*ssyy*.D file holds totals for a variety of categories accumulated through normal POS processing. From this file, figures are retrieved for reports such as the Daily Report, Sales Tax Report, Shift Reports, A/R reports, etc. After entering the store number and year of the file you wish to maintain, the computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Rev9.0.2                                                          Port  43



    Enter Store             1
    Enter Year (Ex:1994)  1999

Maintenance Will be on File T20199.D


View Mode  :  No changes will be allowed.  T2 or REP.D records will not be
              locked so that all normal updating will continue.

Change Mode:  The T2 or REP.D record selected to be changed will be locked
              as soon as it is entered.  This will put all ports that are
              updating this record on hold until the record is changed,
              saved and unlocked.


(V) = View    (C) = Change    <Esc> = Change Store/Year or End
```

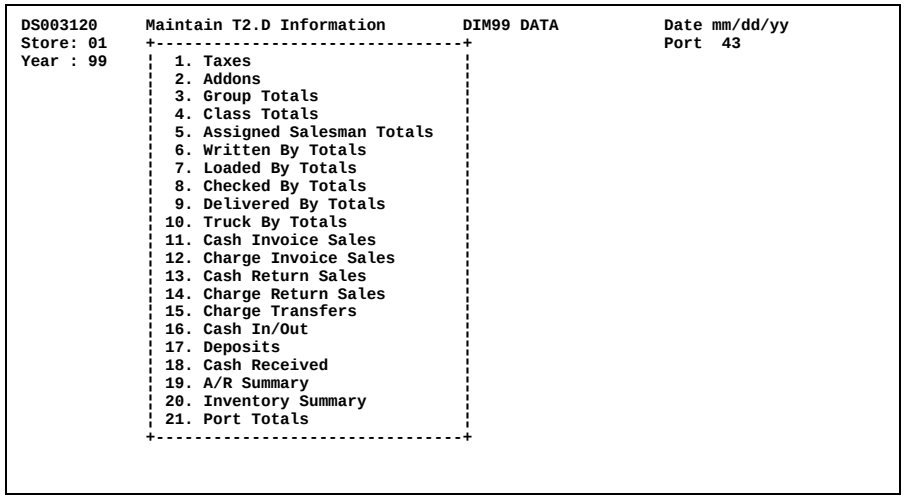
(V)=View — Allows you to view the data only, not allowing any changes. Normal processing at other ports may continue during the view mode.

(C)=Change — Allows you to change data in the file, locking the record in the file until the change has been completed.

<Esc>=Change Store/ Year or End — Goes back to **Enter Store** where you can enter another store number/year combination or **Esc** again to end this process.

These instructions describe the change option.

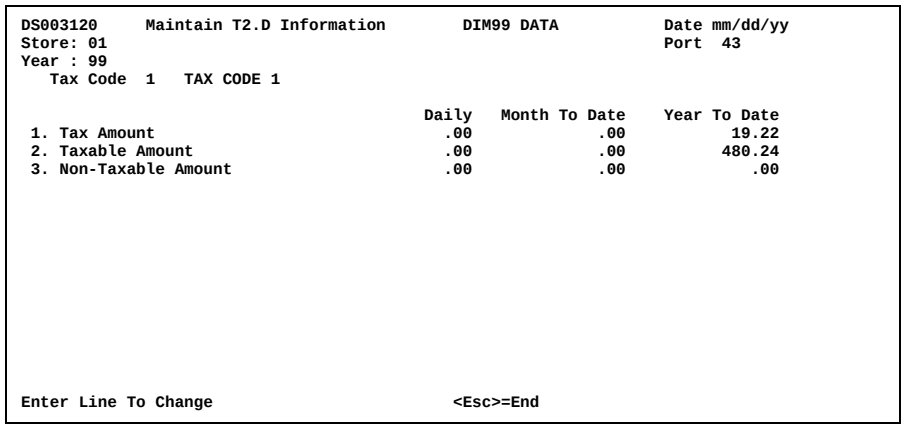
After entering **C** for Change (or **V** for View), the computer displays a list of values:



Enter the number corresponding to the data you wish to view/change. Or use the up and down arrows to move the highlighted bar to the desired option and then press **Enter**.

1. Taxes

Enter the tax code number you wish to view/change. Then the computer displays:


DS003120 Maintain T2.D Information DIM99 DATA Date mm/dd/yy
Store: 01 Port 43
Year : 99
Tax Code 1 TAX CODE 1
Daily Month To Date Year To Date
1. Tax Amount .00 .00 19.22
2. Taxable Amount .00 .00 480.24
3. Non-Taxable Amount .00 .00 .00
Enter Line To Change <Esc>=End

Enter the line number you wish to change. The cursor moves to that line in the first column, in this case "Daily". You have the following options:

Enter data	Enter the correct amount for the line/column.
Esc	Go back one field.
Tab	Leave the field unchanged.

Once you move to the next column, you have another option:

<UpA>=Change by Last Difference	Change the field by the same amount as your previous entry. The computer adds or subtracts the correct amount accordingly.

To end this process, press **Esc** at **Enter Line to Change** to return to the list shown above. Use this procedure for the following records.

2. Addons

Enter the addon code number you wish to view/change. Then the computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Datemm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Addon Code  1   CHANGE BACK

                                        Daily   Month To Date    Year To Date
 1. Amount                               .00            .00             .00









Enter Line To Change                     <Esc>=End
```

3. Group Totals

Enter the group number you wish to view/change. Then the computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Group Code  11   *** GROUP 11 ***

                                        Daily   Month To Date    Year To Date
 1. Sales                                .00            .00          161.80
 2. Cost                                 .00            .00           68.74
 3. Units                                .00            .00            2.60
 4. Market Cost                          .00            .00           72.94









Enter Line To Change                     <Esc>=End
```

4. Class Totals

Enter the customer class number you wish to view/change. Then the computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Class Code 1   CUSTOMER CLASS - 1

                                        Daily   Month To Date    Year To Date
 1. Sales                                .00            .00          186.49
 2. Cost                                 .00            .00          363.60
 3. Number Of Tickets                    .00            .00             .06
 4. Market Cost                          .00            .00          115.71









Enter Line To Change                     <Esc>=End
```

5. Assigned Salesman Totals

Enter the assigned salesman number you wish to view/change. Then the computer displays:

```
DS04500/A   Maintain Rep Numbers       DIM99 DATA                Date mm/dd/yy
Rev9.0.5                                                         Port  43
                                                                 Store 01


    1. Store Number                            1
    2. Rep Type                                1  Assigned Salesperson
    3. Rep Number (1-9999)                     1
    4. Rep Name              WAYNE
    5. Alternate Rep Number for Directs       81

                                TODAY      MONTH-TO-DATE       YEAR-TO-DATE
    6. Sales                    20.88             526.17          15,591.35
    7. Cost                     12.71             545.06           7,400.44
    8. Market Cost              13.03             530.45         700,318.26
    9. # of Tickets              2                  8                61



(C)hange   (D)elete   (E)nd
```

6. Written By Totals

Enter the written by salesman number you wish to view/change. Then the computer displays:

```
DS04500/A   Maintain Rep Numbers       DIM99 DATA                Date mm/dd/yy
Rev9.0.5                                                         Port  43
                                                                 Store 01


    1. Store Number                            1
    2. Rep Type                                2  POS/PO Written By
    3. Rep Number (1-9999)                     1
    4. Rep Name              WAYNE
    5. Alternate Rep Number for Directs       81

                                TODAY      MONTH-TO-DATE       YEAR-TO-DATE
    6. Sales                2,421.54          2,766.43          40,974.49
    7. Cost                 1,764.43          2,022.75          27,890.50
    8. Market Cost          1,733.28          1,967.55         712,022.34
    9. # of Tickets             11                18                158

   10. POS Update Error Count             7



(C)hange   (D)elete   (E)nd
```

7. Loaded By Totals

Enter the loaded by number you wish to view/change. Then the computer displays:

```
DS04500/A   Maintain Rep Numbers       DIM99 DATA                Date mm/dd/yy
Rev9.0.5                                                         Port  43
                                                                 Store 01


    1. Store Number                            1
    2. Rep Type                                4  Loaded By
    3. Rep Number (1-9999)                     1
    4. Rep Name              WAYNE
    5. Alternate Rep Number for Directs        1

                                TODAY      MONTH-TO-DATE       YEAR-TO-DATE
    6. Sales                      .00               .00          14,258.70
    7. Cost                       .00               .00          11,328.46
    8. Market Cost                .00               .00           6,057.55
    9. # of Tickets               0                 0                44



(C)hange   (D)elete   (E)nd
```

8. Checked By Totals

Enter the checked by number you wish to view/change. Then the computer displays:

```
DS04500/A   Maintain Rep Numbers       DIM99 DATA                Date mm/dd/yy
Rev9.0.5                                                         Port  43
                                                                 Store 01


   1. Store Number                            1
   2. Rep Type                                5  Checked By
   3. Rep Number (1-9999)                     1
   4. Rep Name            WAYNE
   5. Alternate Rep Number for Directs        1

                              TODAY      MONTH-TO-DATE       YEAR-TO-DATE
   6. Sales                     .00               .00               .00
   7. Cost                      .00               .00               .00
   8. Market Cost               .00               .00               .00
   9. # of Tickets               0                 0                 0



(C)hange   (D)elete   (E)nd
```

9. Delivered By Totals

Enter the delivered by number you wish to view/change. Then the computer displays:

```
DS04500/A   Maintain Rep Numbers       DIM99 DATA                Date mm/dd/yy
Rev9.0.5                                                         Port  43
                                                                 Store 01


   1. Store Number                            1
   2. Rep Type                                3  Delivered By
   3. Rep Number (1-9999)                     1
   4. Rep Name            WAYNE
   5. Alternate Rep Number for Directs        1

                              TODAY      MONTH-TO-DATE       YEAR-TO-DATE
   6. Sales                     .00               .00          5,444.41
   7. Cost                      .00               .00          3,348.91
   8. Market Cost               .00               .00          2,024.13
   9. # of Tickets               0                 0                10



(C)hange   (D)elete   (E)nd
```

10. Truck Totals

Enter the truck number you wish to view/change. Then the computer displays:

```
DS04500/A   Maintain Rep Numbers       DIM99 DATA                Date mm/dd/yy
Rev9.0.5                                                         Port  43
                                                                 Store 01


   1. Store Number                            1
   2. Rep Type                                6  Truck By
   3. Rep Number (1-9999)                     2
   4. Rep Name            TRUCK - 2
   5. Alternate Rep Number for Directs        0

                              TODAY      MONTH-TO-DATE       YEAR-TO-DATE
   6. Sales                     .00               .00          5,444.41
   7. Cost                      .00               .00          3,348.91
   8. Market Cost               .00               .00          2,024.13
   9. # of Tickets               0                 0                10



(C)hange   (D)elete   (E)nd
```

11. Cash Invoice Sales

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA           Date mm/dd/yy
Store: 01                                                          Port  43
Year : 99
   Cash Invoice

                                      Daily   Month To Date    Year To Date
 1. Sales                               .00             .00          510.88
 2. Cost                                .00             .00          359.20
 3. Market Cost                         .00             .00          298.54
 4. Addons                              .00             .00             .00
 5. Tax                                 .00             .00           19.79
 6. Total                               .00             .00          530.67
 7. Number Of Tickets                   .00             .00             .18
 8. Number Of Lines                     .00             .00             .22









Enter Line To Change                      <Esc>=End
```

12. Charge Invoice Sales

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA           Date mm/dd/yy
Store: 01                                                          Port  43
Year : 99
   Charge Invoice

                                      Daily   Month To Date    Year To Date
 1. Sales                               .00             .00           12.80
 2. Cost                                .00             .00            7.42
 3. Market Cost                         .00             .00            8.00
 4. Addons                              .00             .00             .00
 5. Tax                                 .00             .00             .52
 6. Total                               .00             .00           13.32
 7. Number Of Tickets                   .00             .00             .03
 8. Number Of Lines                     .00             .00             .02









Enter Line To Change                      <Esc>=End
```

13. Cash Return Sales

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA           Date mm/dd/yy
Store: 01                                                          Port  43
Year : 99
   Cash Return

                                      Daily   Month To Date    Year To Date
 1. Sales                               .00             .00             .00
 2. Cost                                .00             .00             .00
 3. Market Cost                         .00             .00             .00
 4. Addons                              .00             .00             .00
 5. Tax                                 .00             .00             .00
 6. Total                               .00             .00             .00
 7. Number Of Tickets                   .00             .00             .00
 8. Number Of Lines                     .00             .00             .00









Enter Line To Change                      <Esc>=End
```

14. Charge Return Sales

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Charge Return

                                        Daily   Month To Date    Year To Date
 1. Sales                                 .00             .00             .00
 2. Cost                                  .00             .00             .00
 3. Market Cost                           .00             .00             .00
 4. Addons                                .00             .00             .00
 5. Tax                                   .00             .00             .00
 6. Total                                 .00             .00             .00
 7. Number Of Tickets                     .00             .00             .00
 8. Number Of Lines                       .00             .00             .00









Enter Line To Change                      <Esc>=End
```

15. Charge Transfers

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Charge Transfer

                                        Daily   Month To Date    Year To Date
 1. Sales                                 .00             .00             .00
 2. Cost                                  .00             .00             .00
 3. Market Cost                           .00             .00             .00
 4. Addons                                .00             .00             .00
 5. Tax                                   .00             .00             .00
 6. Total                                 .00             .00             .00
 7. Number Of Tickets                     .00             .00             .00
 8. Number Of Lines                       .00             .00             .00









Enter Line To Change                      <Esc>=End
```

16. Cash In/Out

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Cash In/Out

                                        Daily   Month To Date    Year To Date
 1. Total Amount                          .00             .00             .00
 2. Number Of Tickets                     .00             .00             .00









Enter Line To Change                      <Esc>=End
```

17. Deposits

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA           Date mm/dd/yy
Store: 01                                                          Port  43
Year : 99
   Deposits

                                      Daily   Month To Date    Year To Date
 1. Beginning Balance                10.00           10.00             .00
 2. Received Amount                    .00             .00           10.00
 3. Received Number Of Tickets         .00             .00             .01
 4. Used Amount                        .00             .00             .00
 5. Used Number Of Tickets             .00             .00             .18









Enter Line To Change                      <Esc>=End
```

18. Cash Received

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA           Date mm/dd/yy
Store: 01                                                          Port  43
Year : 99
   Cash Received

                                      Daily   Month To Date    Year To Date
 1. Cash Amount                        .00             .00          540.67
 2. Check Amount                       .00             .00             .00
 3. Paycode  3 Amount                  .00             .00             .00
 4. Paycode  4 Amount                  .00             .00             .00
 5. Paycode  5 Amount                  .00             .00             .00
 6. Change Amount                      .00             .00             .00
 7. Paycode  6 Amount                  .00             .00             .00
 8. Paycode  7 Amount                  .00             .00             .00
 9. Paycode  8 Amount                  .00             .00             .00
10. Paycode  9 Amount                  .00             .00             .00
11. Paycode 10 Amount                  .00             .00             .00









Enter Line To Change                      <Esc>=End
```

19. A/R Summary

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA           Date mm/dd/yy
Store: 01                                                          Port  43
Year : 99
   A/R Summary

                                      Daily   Month To Date    Year To Date
 1. Beginning Balance                13.32           17.08             .00
 2. Payments                           .00             .00             .00
 3. Discounts Given                    .00             .00             .00
 4. Finance Charge Charged            3.76             .00            3.76
 5. Finance Charge Paid                .00             .00             .00
 6. Finance Charge Written Off         .00             .00             .00
 7. G/L Adjustments                    .00             .00             .00
 8. Statement Discounts                .00             .00             .00
 9. Cash Receipt Bank                  .00             .00             .00

Totals Include Sales Not Shown       17.08           17.08           17.08



Enter Line To Change                      <Esc>=End
```

20. Inventory Summary

The computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Inventory Summary

                                        Daily   Month To Date    Year To Date
 1. Beginning Balance                 453.43          453.43             .00
 2. Purchases                            .00             .00          820.05
 3. Adjustments                          .00             .00             .00
 4. Sold                                 .00             .00          366.62
 5. Value Corrections                    .00             .00             .00

                                      453.43          453.43          453.43









Enter Line To Change                        <Esc>=End
```

21. Port Totals

Enter the shift (A, B, or C) and then the port number. Then the computer displays:

```
DS003120     Maintain T2.D Information        DIM99 DATA          Date mm/dd/yy
Store: 01                                                        Port  43
Year : 99
   Port Totals

                                       Daily
 1. Cash Sales Amount                    .00
 2. Cash Sales No of Tickets             .00
 3. Charge Sales Amount                  .00
 4. Chg Sales No of Tickets              .00
 5. Cash Return Amount                   .00
 6. Cash Return No of Tickets            .00
 7. Charge Return Amount                 .00
 8. Chg Return No of Tickets             .00
 9. Addon Totals                         .00
10. Addon No of Tickets                  .00









Enter Line To Change                        <Esc>=End
```

Part 3-2. Group – Class (TOTG0)

```
DS003101   Detail Group Class Totals

       1. Record Type (1)
       2. Store No (1-99)
       3. Class (1-99)
       4. Group (0-99)
       5. MTD Sales
       6. MTD Cost
       7. YTD Sales
       8. YTD Cost
       9. Market MTD
      10. Market YTD
      11. Units MTD
      12. Units YTD









Enter Option (A,V,E,?):
```

FILENAME : TOTG0.D (TOTG1.D - Detail Group Class Totals)

KEYS : Record Type (1)
Store Number (1-99)
Class (1-99)
Groups (0-99)

COMMENTS: These totals are stored in record type 1 of TOTG0.D. They show totals month-to-date and year-to-date by customer class by inventory group (which customer types are buying from which inventory groups). They show sales, average cost, market cost, and units sold.

This file is updated after each transaction is entered at Point of Sale.

The Sales Analysis report “Group Totals - Class” shows the information in this record type in a report format (see Chapter 6, Part 3 - Group Totals-Class).

If the option in the Variable File, VM2, General Store Information to save class by group is turned off (field 30, SV CLASS BY GRP=N), no totals will be saved in this file.

Part 3-3. Group - Assigned By (TOTG0)

```
DS003102   DETAIL GROUP ASSIGNED SALESMAN

       1. RECORD TYPE (2)
       2. STORE NO (1-99)
       3. SALESMAN (1-9999)
       4. GROUP (0-99)
       5. MTD-SALES
       6. MTD-COST
       7. YTD-SALES
       8. YTD-COST
       9. MARKET-MTD
      10. MARKET-YTD
      11. UNITS-MTD
      12. UNITS-YTD




ENTER OPTION (A,V,E,?):
```

FILENAME : TOTG0.D (TOTG2.D - Detail Group Assigned Salesman)

KEYS : Record Type (2)
Store Number (1-99)
Salesman (1-99)
Group (0-99)

COMMENTS: These totals are stored in record type 2 of TOTG0.D. They show month-to-date and year-to-date totals by assigned salesman by inventory group (which assigned salesmen are selling which inventory groups). They show sales, average cost, market cost, and units sold.

This file is updated after each transaction is entered at Point of Sale.

The Sales Analysis report "Group Totals - Assigned Salesman" shows the information in this record type in a report format (see Chapter 6, Part 4 - Group Totals-Assigned Salesman).

If the option in the Variable File, VM2 General Store Information to save assigned salesman by group is turned off (field 31-SV SMAN BY GRP=N), no totals will be saved in this file.

Part 3-4. Group - Written By (TOTG0)

```
DS003103   DETAIL GROUP WRITTEN BY
1. RECORD TYPE (3)
       2. STORE NO (1-99)
       3. WRITTEN BY (1-9999)
       4. GROUP (0-99)
       5. MTD-SALES
       6. MTD-COST
       7. YTD-SALES
       8. YTD-COST
       9. MARKET-MTD
      10. MARKET-YTD
      11. UNITS-MTD
      12. UNITS-YTD




ENTER OPTION (A,V,E,?):
```

FILENAME : TOTG0.D (TOTG3.D - Detail Group Written By)

KEYS : Record Type (3)
Store Number (1-99)
Written By (1-499)
Group (0-99)

COMMENTS: These totals are stored in record type 3 of TOTG0.D. They show month-to-date and year-to-date totals by written by salesman by inventory group (which written by salesmen are selling which inventory groups). They show sales, average cost, market cost, and units sold.

This file is updated after each transaction is entered at Point of Sale.

The Sales Analysis report “Group Totals - Written By” shows the information in this record type in a report format (see Chapter 6, Part 5 - Group Totals-Written By).

If the option in the Variable File, VM2 General Store Information to save written by salesmen by group is turned off (field 32-SV WRBY BY GRP=N), no totals will be saved in this file.

Part 3-5. Group – Customer (TOTG0)

```
DS003104   DETAIL GROUP CUSTOMER

       1. RECORD TYPE (4)
       2. STORE NO (1-99)
       3. CUSTOMER NUMBER
       4. GROUP (0-99)
       5. MTD-SALES
       6. MTD-COST
       7. YTD-SALES
       8. YTD-COST
       9. MARKET-MTD
      10. MARKET-YTD
      11. UNITS-MTD
      12. UNITS-YTD









ENTER OPTION (A,V,E,?):
```

FILENAME : TOTG0.D (TOTG4.D - Detail Group Customer)

KEYS : Record Type (4)
Store Number (1-99)
Customer Number
Group (0-99)

COMMENTS: These totals are stored in record type 4 of TOTG0.D. They show month-to-date and year-to-date totals by customer by inventory group (which customers are buying which inventory groups). They show sales, average cost, market cost, and units sold.

This file is updated after each transaction is entered at Point of Sale.

The Sales Analysis report "Group Totals - Customer" shows the information in this record type in a report format (see Chapter 6, Part 6 - Group Totals-Customer).

If the option in the Customer Master File (CM1.D) to save group history is turned off (field 17-SAVE GRP HIST (Y/N)=N)), no totals will be saved in this file. This option is determined for each individual customer.

Part 3-6. Clear T2ssyy Totals

```
                              Clear Totals

     Enter Store Number:  0

     Enter Year (Ex: 1985):  ___
```

FILENAME : T2*ssyy*.D (*ss* = store number, *yy* = year)

KEYS : N/A

COMMENTS: This option will clear selected totals in T2*ssyy*.D and replace with zeroes. You will enter the store number and year for the file to be cleared. Then the computer will ask:

```
     Files T20199.D and REP.D for above store will be cleared.
     Is this  correct? (YES/NO)                                    __
```

If you are sure you want to clear totals for the displayed file, enter **YES**. If not, enter **NO** and you can enter the store number and year again or end this program by pressing **ESC**. If you enter **YES** the computer will ask:

```
Select One of the Following: 0

          1 = Clear Today Totals
          2 = Clear Today and MTD Totals
          3 = Clear Today, MTD and YTD Totals
          4 = Clear All Totals
```

After selecting one of these options the computer will display a message similar to the following:

```
     *****  TODAY Totals will be cleared

     Is that what you want to do? (YES/NO)    __
```

Enter **NO** to enter the store number and year again or end this program by pressing **Esc**. Or enter **YES** if this is correct. The computer will begin immediately to clear the selected totals. When the process is completed the computer will display:

```
Total Number of T2DR Records Cleared: 1010 Will Now Clear REP.D Records

 Total Number of REP.D Records Cleared: 32 (<Ent> to end prog)
```

Press **Enter** to acknowledge this message and return to the previous menu.

Part 3-7. Totals Month End Update

```
DS04891      ME Sales Analysis Update      ABC LUMBER COMPANY      Date mm/dd/yy
Rev9.0.1                                                           Port  43
                                                                   Store 00

     Enter Store Number:  0
```

FILENAME : T2*ssyy*.D & TOTG0.D

KEYS : N/A

COMMENTS: This option allows you to perform the month end update on the totals files for sales analysis only if needed. The normal month end process performs this step automatically but you may have occasion to run it manually alone

Enter the store number to be updated. This must be done for each store separately. Then the computer will ask:

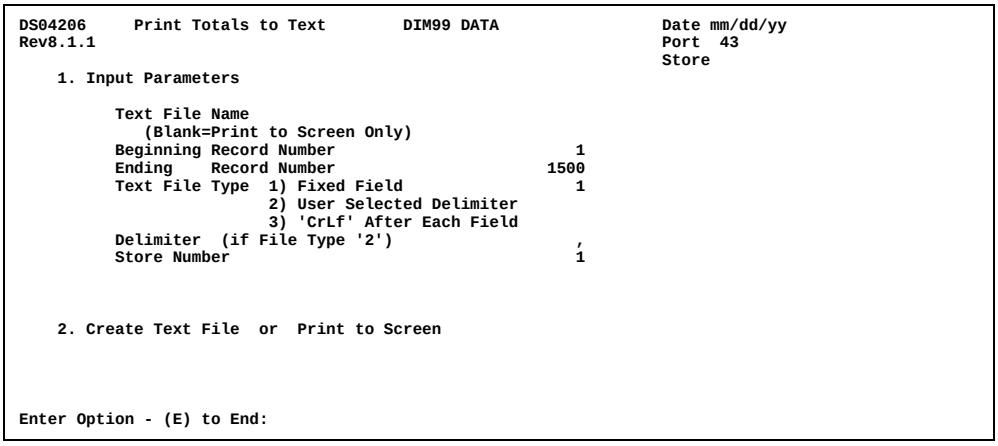
```
This program will do the following:

         Clear the monthly totals in T20199.D
         Clear the monthly totals in TOTG1.0
         Clear the monthly totals in REP.D
         Increment the calendar month




 Are you sure you want to proceed with these updates??? (Y/N)
```

It is a good idea to copy T2* and TOT* to your month end user group before performing the update. The update process will clear all MTD fields in the Totals File (T2*ssyy*.D) for the store you entered above and the year found in System Manager Variable File, Basic Company Information, field 3 (**Current Fiscal Year**). It will also clear MTD detail for sales analysis in TOTG0.D (group by class, assigned salesman, written by salesman, and customer). It will also increment the calendar month stored in the General Ledger Variable File, Basic Store Information, field 2 (**Current Calendar Month**). If you enter **Y** the computer will begin the update and display:

```
*** All MTD totals in T20199.D have now been cleared ***

*** All MTD totals in TOTG1.0  have now been cleared ***

*** All MTD totals in REP.D    have now been cleared ***

*** New Calendar Month is  12  ***

 Normal End of Update   <Ent>=Continue
```

Press **Enter** when the process is finished to return to the top of the program where you can update another store if needed.

Part 3-8. Print T2ssyy Data to File


DS04206 Print Totals to Text DIM99 DATA Date mm/dd/yy
Rev8.1.1 Port 43
Store
1. Input Parameters
Text File Name
(Blank=Print to Screen Only)
Beginning Record Number 1
Ending Record Number 1500
Text File Type 1) Fixed Field 1
2) User Selected Delimiter
3) 'CrLf' After Each Field
Delimiter (if File Type '2') ,
Store Number 1
2. Create Text File or Print to Screen
Enter Option - (E) to End:

FILENAME : T2ssyy.D

KEYS : N/A

COMMENTS: This option allows you to transport totals data to a text file which can then be used in a DOS based application such as Lotus 1-2-3, Excel, or WordPerfect.

See below for an explanation of each input parameter.

Text File Name (Blank=Print to Screen Only)

1. Enter up to 8 characters to identify the text file you will be creating such as TOT.TXT or TOT.PRN. The .PRN extension is a commonly used extension in DOS that signifies that the file was output as printed text. Some programs that can import data will search your system for a file ending with the .PRN extension but in most cases you can use whatever filename you choose.
2. If you do not wish to create a text file but print the data to the screen, leave this field blank.

Beginning Record Number

Enter the beginning record number to print to text. See the record numbers in Sales Totals. Or press **Tab** to start at the beginning of the file.

Ending Record Number

Enter the ending record number or press **Tab** to include all remaining totals.

Text File Type 1) Fixed Field 2) User Selected Delimiter 3) 'Crlf' After Each Field

1. This parameter sets up how the fields in each record are to be separated. The DOS program you will be using to import this data will ask how the data is structured so it will know how to format it when it comes over.
2. **1=Fixed Field**. The text file will be created with fixed length fields. If the data in each field is less than the allotted field length, blank spaces will be added to fill up the field.

3. **2=User Selected Delimiter.** The text file will be created with a delimiting character that you specify below in **Delimiter.** The most common delimiter is a comma. However if your DOS application asks for something else, you can define it.
4. **3='Crlf' After Each Field.** The text file will be created with a "carriage return line feed" between each field. This arranges the data in a column, one field under the other.

Delimiter (If File Type '2') You will enter this field only if you selected file type 2 for user selected delimiter. Enter the character to separate each field. The comma is the most common. For example:

, or **;** or **:**

Store Number Enter the store number for totals selection. Only one store can be selected per text file.

After setting up the parameters, select **2** for **Create Text File or Print to Screen:**

```
Now Creating Text File  TOT.PRN

Now Printing to Text File
```

If the filename is already in use, you will have the option of creating a new text file to replace it or to change the filename.

Wait while the data is processed. The time it takes to process the data depends on how many records are in the file and how many records are being selected. Then the computer will display:

```
Completed.   <Ent>=Continue
```

This text file can now be exported from the Dimensions system to a PC. See DOSCOPY or another communication program to do this.

Contact Dimensions support for information on the T2 file layout. You will need this information after exporting the text file to a DOS application so it can be edited.

Part 3-9. Sales Analysis Year End Update

```
DS04892     Totals Year-End Update      DIM99 DATA                Date mm/dd/yy
Rev9.0.3                                                          Port  40
                                                                  Store 01

This program will create new TOTG0.D and T2ssyy.D files for the new year.
The Accounts Receivable,  Inventory,  and Deposits beginning balances will
be transferred to the new T2ssyy.D file.  REP.D totals will be cleared.


The past accounting year was:      2000
The new accounting year will be:   2001









 Do you wish to begin? (Y/N):
```

FILENAME: TOTG0.D and T2ssyy.D

KEYS: N/A

COMMENTS: For this example, you must have a T20199.D file in order for a T20100.D to be built and updated. The following amounts will be entered as the beginning balances in the T2ssyy.D file:

a. Ending balance from A/R summary
b. Ending balance from deposit summary
c. Ending balance from inventory summary

This process updates all stores. Use the following procedures.

1 After selecting **Sales Analysis Year End Update** from the **Totals Maintenance Menu**, the screen above is displayed.

2 You have the following options:

Y = begin the update. See below.

N = do not begin the update. Return to the previous menu.

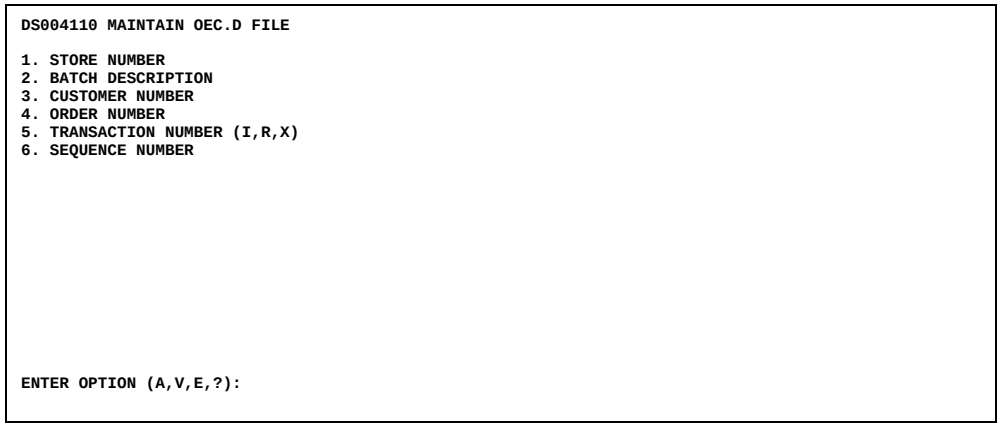
3 If you answered **Y** above, the computer begins immediately to create the new TOTG0.D and T2ssyy.D files, transfer balances, and clear the REP.D file. It displays:

```
Now Creating Group Totals Files:  TOTG0.D

Now Creating Totals File T20100.D   Now Transferring Balances


Job Completed!  <Ent> to end
```

Press **Enter** to acknowledge the completed message. You are returned to the previous menu.

4 Print a Daily Report from the **Day End Menu** to verify that the beginning balances on A/R summary, deposit summary, and inventory summary are correct.

Part 4. Order Completion OEC.D



FILENAME : OEC.D (Order Entry Completed Orders)

KEYS : Store Number
Customer Number
Order Number

COMMENTS: This file contains completed orders that will be printed and updated as invoices as a batch. Entries are made to this file as orders are marked complete (Order Entry system).

4. TRANSACTION NUMBER (I,R,X)
   I = invoice
   R = return
   X = transfer

Part 5. Quote Selection QS1.D

```
DS004111 MAINTAIN QUOTE SELECTION FILE (QS1.D)

1. STORE NUMBER
2. BATCH DESCRIPTION
3. CUSTOMER NUMBER
4. QUOTE NUMBER
5. OPTION NUMBER (0-8)
6. OPTION VALUE (OPTS 4-6)
7. PRINT/UPDATE FLAG (1-3)
8. PRINT EXTENSIONS (Y/N)









ENTER OPTION (A,V,E,?):
```

FILENAME : QS1.D (Quote Selection File)

KEYS : Store Number
Batch Description
Customer Number
Quote/Order Number

COMMENTS: 5. OPTION NUMBER (0-8)
1 = Recalculation Price & Market Cost
2 = Recalculate Price Only
3 = Recalculate Market Cost Only
4 = Reprice to a + or – (see field 6)
5 = Reprice to Specified Total Amount (see field 6)
6 = Reprice to Specified Total GP Pct (see field 6)
7 = Delete This Quote
8 = Print and/or Update (1-3) (see field 7)

6. OPTION VALUE (OPTS 4-6)
Holds the value if you are repricing the quote/order (options 4-6 only)

7. PRINT/UPDATE FLAG (1-3)
Holds the print/update flag if you are using option 8 only
1 = Print and Update
2 = Print Only
3 = Update Only

APPENDIX A. SALES FILES

APPENDIX A: Sales Files

Sales information is stored and processed using several files. Each file contains very specific information and is used by the system when performing certain functions. The following table shows a description of each file along with information on how records are added and deleted during normal sales processing.

Filename	Title	Indexes	Description	How Added	How Deleted
SM0.D *Subfiles SM1.D SM2.D SM3. D SM4.D SM5.D	Sales Master File Header Misc. Descriptions Line Detail Tally Totals	.I1 .I2 .I3 .I4	Holds all transactions run through Point of Sale (i.e., invoices, returns, quotes, orders) and their line item detail. It also holds invoices entered through invoice posting. There is one record per each line item on the transaction. During normal day end processing, the sales and returns are cleared out and the quotes and orders are retained.	POS update (end of ticket), Order Entry, Invoice Posting	Deleted automatically. Day End update deletes current day's charge and cash transactions except for quotes, orders, and temp quotes. Quotes, orders and temp quotes are deleted using Delete Quotes & Orders on the Day End menu if they have been flagged for deletion during Recall Quote and Recall Order. Or Special Maintenance - Sales Master, however exercise caution when using Special Maintenance on this file as there are 5 different record types in 5 different programs tied together by the transaction number. Deleting one record type without deleting the others will cause discrepancies in data.
SH0.D Subfiles Same as Sales Master File	Sales History File	.I1 .I3 .J1 *ss*SH0.J2 SH0.J3	Holds a history of transactions created through Point of Sale, which can be recalled. (ss=store). Created during Day End update. Used to print the report Daily Sales by Item. Used to print the report Sales by Customer by Item.	POS Day End update	Deleted through purge programs. If saving sales history, use Manage Sales History Size on the Day End menu or File Management menu. Purge when 90% full. Or use Purge Cash Sales Only SH0 on the File Management Menu.
OEC.D	Completed Orders/Quotes	.I1 .I2 .J3	Holds one record per order to be marked as complete. Orders are created in POS, which are later recalled and marked as completed. Completed orders/ quotes are then printed and updated as a batch, making them invoices.	Marking orders as complete (Order Completion)	Deleted automatically when orders are printed/ updated in Order Completion. Or Special Maintenance.

cont.

Filename	Title	Indexes	Description	How Added	How Deleted
LD1.D	Lot Detail File	.I1	Holds quotes to be included in the lot. There is one record per quote.	Create Lots	Delete Lots (also deletes corres-ponding header records from LH1.D), Lot Detail Maintenance.
LH1.D	Lot Header File	.I1	Holds heading information for all lots such as dates, comments, and multiplier. There is one record per header.	Create Lots	Delete Lots (also deletes corres-ponding detail records from LD1.D), Lot Header Maintenance.
QS1.D	Quote/Order Select File	.I1	Holds one record per quote/order to be recalled, repriced, and/or printed and updated as a batch. This will speed up recalling quotes one at a time, repricing, and reprinting them since they are all done in a batch.	Select Quote/ Order	Print/Update Quotes/ Orders. Or Special Maintenance - Quote Selection.
QS2.D	Quote/Order Recap File	.I1	Holds one record per line item of quotes/orders selected. Will then sort the items and produce a materials requirement report.	Select Quote/ Order	Print Recap Report - Delete Batch from Recap File.
TOTG0.D Subfiles TOTG1.D TOTG2.D TOTG3.D TOTG4.D	Sales Analysis Totals File	.I1	Holds inventory sales totals by inventory group by: - Customer Class - Assigned Salesman - Written By - Customer This file can get quite large depending on what and how many types of sales analysis you choose. Normally this file is built for 5,000 records but if you plan on keeping sales analysis by customer by inventory group, you must add the number of customers times the number of inventory groups.	POS Day End update	Deleted automati-cally when a new file is built at fiscal Year End. Never let this file fill up. Expand as it nears 90% full.

cont.

Filename	Title	Indexes	Description	How Added	How Deleted
T2*ssyy*.D	Totals #2 File (*ss*=store, *yy*=year)		Holds all daily, monthly, and yearly totals by store number by year for taxable and non-taxable sales, cost, addons, groups, etc.	POS update (end of ticket)	Deleted automatically when a new file is built at fiscal Year End.
WSM*pp*.D	Work File for Sales Master File (*pp*=port number)		Holds POS transaction until it is updated and printed at end of ticket.	POS - Enter Transaction (automatically created)	Deleted each time a transaction is finished (printed and updated) and a new transaction is started (Select Customer).

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APPENDIX B. RENTALS

APPENDIX B. Rentals

Introduction

The Rental system is useful for retailers who have a large rental area in their store or whose only business is renting items. Use it to create transactions for items set up in the new Rental Inventory File, RIM1.D. Items can be tracked for routine maintenance and depreciation calculations. There are reports for Sales and Cost Analysis, Rental Asset, Pricing and Status, and Customer Sales and Rentals. You need to add a separate set of transaction reports and an update to the normal day end project to report on and process the rental transactions on a daily basis.

You should be familiar with the following terminology to better understand how Dimensions handles rentals:

Order

When a customer takes a rental item out, you create an order. Then when a customer brings the item back, you create an invoice for the rental fee by recalling the rental order and making it a "return."

Return

A "return" happens when a customer brings back items they have rented and you create an invoice for the rental fee.

Sale

A "sale" takes place when an item that is normally rented is actually sold to a customer, thus creating an invoice.

Credit

A "credit" reverses a charge on a customer's account. This is done by recalling the invoice and making it a credit, thereby picking up the exact price and cost.

Transactions may contain a combination of order, return, and sale lines as defined above. Each line carries a code for the transaction type (O=order, R=return, S=sale). The computer assigns transaction numbers to new rental orders with .00 after the decimal. When the customer brings the item back or decides to buy it and you recall the original order to create a return (invoice) for the rental charges or sale, the transaction number stays the same but ends with .01, increasing sequentially for each transaction recalled from the original rental order (.01, .02, .03, etc.). There can be up to 99 transactions created from an original rental order. New credit transactions are assigned a new transaction number (.00).

Create rental items in the Rental Inventory File (RIM1.D) by store. There are fewer fields in this file compared to the standard inventory files. Rental items may be either serial number or non-serial number items. Each item contains hourly, daily, weekly, and monthly rates and minimum deposit and rental amounts. Cash orders require a deposit (the items are set up with

minimum deposit amounts that combine to become the minimum deposit amount for the ticket). The operator may override (increase or decrease) this deposit amount at the time of entering the rental transaction.

Rental transactions use a cost percent set in each item. If the cost percent is set to zero for an item in RIM1.D, the transaction does not carry a cost to the General Ledger. If an item is sold, then the cost is calculated based on the purchase price less any depreciation. If an item does not have depreciation calculated, then the cost comes from the total purchase price field in RIM1.D. Rental items do not use average cost. This is very different than the standard Dimensions POS transaction entry. Standard inventory and rental inventory items cannot be used on the same transaction. The rental system does not use the standard inventory files. If a customer purchases items from normal inventory and also rents an item, you must process two separate transactions. The rental system does, however, access the standard Customer Master File (CM1.D) to get customer information for the transaction. In addition, there is a new customer file (Rental Additional Customer File RCM1.D) that holds MTD and YTD accumulators for rental sales, rental cost of sales, item sales, and item cost of sales. This new file allows some reports to split the rental sales from normal sales. The standard A/R month end and year end update programs will clear out these values.

The Rental Sales Master File (RSM0.D) holds rental transactions similar to SM0.D for normal POS processing. The rental transactions are kept by batch and are updated to the Rental Sales History File (RSH0.D) during the rental day end update. The rental day end update program updates the G/L based on the same flags as standard Transaction Entry for sales and cost of sales. Inventory postings are based on the same group information as standard inventory. Refer to Rental Procedures, Part 3, Rental Day End for specific programs and jobs.

Getting Started with Rentals

See the following overview of the steps needed to set up the Rentals system for the first time. Then refer to the detailed instructions immediately following the overview to accomplish each step.

STEP 1 **License Rental Software.** This step licenses the Rental software, making it available on the **Other Sales Options Menu.**

STEP 2 **Build Rental System Files.** This step creates the files needed for the rental system – RIM1.D Rental Inventory File, RCM1.D Rental Additional Customer File, RSM0.D Rental Sales Master File, and RSH0.D Rental Sales History File.

STEP 3 **Enter Variable File Settings.** Set up options required for processing rental transactions – options, descriptions, and messages. Also set up default printer assignments for rental transactions.

STEP 4 **Modify Day End Project.** Add the rental day end reports and update program to the day end project.

STEP 5 **Create Rental Items.** Add rental items to the Rental Inventory File, RIM1.D, to be used in Rental Transaction Entry. This file is a simplified version of IM1.D, Inventory Static File, containing fields used in the rental system.

Step 1 License Rental Software

After purchasing the Rental system, call a Dimensions Support Analyst to license the software. The process of licensing activates the software and rental option to the **Other Sales Options Menu**. Call Dimensions support at 1.800.755.5911 during normal business hours.

Step 2 Build Rental System Files

Using **System Manager, File Management, Create Files** (DS08911), build the following files. Use the guidelines below to determine the number of records in each file.

1 RIM1.D – Rental Inventory File

There is one record for each rental item.

2 RCM1.D – Rental Additional Customer File

Build this field for the same size as CM1.D, Customer Master File. This file contains the MTD and YTD sales and cost of sales accumulators for each customer. There is one record for each customer who will rent items.

3 RSM0.D – Rental Sales Master File

Create this file for the same size as the Sales Master File (SM0.D). There is one record for each header, detail line, and total for each transaction.

4 RSH0.D – Rental Sales History File

Create this file for the same size as the Sales History File (SH0.D). There is one record for each header, detail line, and total for each transaction. Transactions are transferred to this file from the Rental Sales Master File during the Rental Day End Update.

Step 3 Enter Variable File Settings

Make the following Variable File entries for the rentals system.

1 From the **Dimensions Main Menu**, select **Sales**.

2 Select **Other Sales Options**. Then select **Rentals**.

3 The computer displays:

```
+-------------------------------------------------------------------------+
¦         DIM11 DATA       ¦            === RENTALS ===            ¦ 11.1 ¦
+-------------------------------------------------------------------------+
                  ¦  1. Rental Transaction Entry          ¦
                  ¦                                       ¦
                  ¦  2. Rental Inventory Maintenance      ¦
                  ¦                                       ¦
                  ¦  3. Rental Reports                    ¦
                  ¦                                       ¦
                  ¦  4. Rental Day End                    ¦
                  ¦                                       ¦
                  ¦  5. Rental Variable File              ¦
                  ¦                                       ¦
                  ¦  6. Rental Special Maintenance        ¦
                  ¦                                       ¦
                  +---------------------------------------+
```

Select **5** for **Rental Variable File.**

4 The computer displays:

```
CSVM0103   Rental Options       DIM99 DATA                      Date mm/dd/yy
Rev7.0.51                                                      Port  39
                                                               Store 01

                      Choose Rental Options Menu:
                    +--------------------------------+
                    ¦  1. Rental Maintenance         ¦
                    ¦  2. Rental Report              ¦
                    +--------------------------------+


<Esc>=End
```

Enter **1** to maintain the Rental Variable File settings. Or enter **2** to print the report showing the Rental Variable File settings. See the sample report at the end of this section.

5 If you selected **1** for **Rental Maintenance**, the computer displays:

```
CSVM0113   Rental Maintenance    DIM11 DATA                    Date mm/dd/yy
Rev10.0.1                                                      Port  40
                                                               Store 01
              Store Number          1

              Choose Selection:
                       +-------------------------------+
                       |  1. Rental Options            |
                       |  2. Rental Descriptions       |
                       |  3. Rental Messages           |
                       |  4. Password Account Options  |
                       |                               |
                       | 98. Change Store              |
                       +-------------------------------+


<Esc>=End
```

You have the following options:

1. Rental Options	See Step 6.
2. Rental Descriptions	See Step 7.
3. Rental Messages	See Step 8.
4. Password Account Options	See Step 9.

6 If you selected **1** for **Rental Options**, the computer displays:

```
CSVM0113    Rental Options     DIM11 DATA                        Date mm/dd/yy
Rev10.0.1                                                        Port  40
                                                                 Store 01

  1. Rental Batch Number                    502
  2. Next Transaction Number              50008
  3. Time Business Day Begins (HHMM)        800
  4. Time Business Day Ends   (HHMM)       1800
  5. Include Sundays in Rental Period (Y/N)    N
  6. Monthly Billing Period                    M
  7. Save Rental History                       C
  8. Selling Price Method                      1
  9. Cycle Billing Option                      1
 10. Form Size                                 2
 11. Form Heading Option                       2

     PRINT PROGRAMS:
 12. Invoices (Cash & Charge)       CS04094
 13. Orders   (Cash & Charge)       CS04094



<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

The cursor is positioned at field 1, **Rental Batch Number**. Enter the following fields:

1. Rental Batch Number This field tracks the rental batch number, up to 7 digits. If you are using rentals for multiple stores, be sure to use different batch numbers for each store (for example, **1000** for store 1 and **2000** for store 2). If you need to change the store number, press **Esc** to return to the previous menu and change it there (option 98, **Change Store**). The computer increments the batch number automatically during the Rental Day End Update, incrementing by 1. If you need to change the batch number after you start processing rentals, change it after running the Rental Day End Update and before entering any new rental transactions.

2. Next Transaction Number This field tracks the next rental transaction number, up to 5 digits before the decimal and 2 after. As each transaction is generated through Rental Transaction Entry, it is automatically assigned the next transaction number stored here, incrementing by 1. The rental system attaches 2 digits after the decimal to sequentially track all types of transactions generated from an original rental order (.01 to .99). If you are using rentals for multiple stores, be sure to use different transaction numbers for each store (for example, **10000.00** for store 1 and **20000.00** for store 2). If you need to change the store number, press **Esc** until you return to the previous menu and change it there (option 98, **Change Store**).

3. Time Business Day Begins
4. Time Business Day Ends Enter the beginning and ending times in military time (24-hour clock). These fields are used to calculate the rental fee for Rental Entry and Cycle Billing.

5. Include Sundays in Rental Period (Y/N) Enter **Y** to include a fee for Sunday if the item is rented over the weekend (fee based on 7-day week). Or enter **N** to not include a fee for Sunday (fee based on 6-day week).

6. Monthly Billing Period Enter **M** to use a calendar month to calculate the rental fee. Or enter **4** to use a 4-week period (28 days).

7. Save Rental History Enter **C** to save cash and charge transactions to the Rental Sales History File (RSH0.D). Or enter **Y** to save only charge transactions to the history file. Or enter **N** to save neither cash nor charge transactions to the history file. This works similarly to the options for POS sales history.

8. Selling Price Method Currently there is only one option for this field. Enter **1** for **Method 1**. If a customer rents an item for several months and decides to purchase it, the selling price reflects a credit for the first full month's rental and 85% of any other previous months' fees. In order to use this method, you must recall the order with the rental item and then sell the item. If you sell an item that isn't on a recalled order, the computer prices the item normally.

9. Cycle Billing Option Currently there is only one option for this field. Enter **1** for **Daily**. The Daily Cycle Billing program CS04090C calculates the amount to be invoiced based on actual days between the system date and the check out date and also the **Monthly Billing Period** code above. For example: a charge customer checks out (rents) equipment on March 15, the first invoice is created on April 15 and so on for every month thereafter. The invoice created when the customer returns the item is calculated for the amount of time between the last cycle bill created the current date only.

10. Form Size Enter **1** print all rental transactions on an 8.5" form, **2** to print on an 11" form, or **3** to print like an 8.5" form on an 11" form. Option 3 accommodates the rental agreement language that may be preprinted on the forms.

11. Form Heading Option Enter **1** to not print company name and address on transaction forms (preprinted forms). Or enter **2** to print the company name and address on rental transaction forms (blank forms or blank paper).

PRINT PROGRAMS:

12. Invoices (Cash & Charge) Enter **CS04094**. This is the only print program currently available for cash and charge rental invoices.

13. Order (Cash & Charge) Enter **CS04094**. This is the only print program currently available for cash and charge rental orders.

7 If you selected **2** for **Rental Descriptions**, the computer displays:

```
CSVM0113    Rental Descriptions     DIM11 DATA                    Date mm/dd/yy
Rev10.0.1                                                         Port  40
                                                                  Store 01

     CASH TRANSACTION DESCRIPTIONS:
     1. Rental Invoices                 ____________________
     2. Rental Orders

     CHARGE TRANSACTION DESCRIPTIONS:
     3. Rental Invoices
     4. Rental Orders
     5. Rental Cycle Bills









<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

The cursor is positioned at field 1, **CASH TRANSACTION DESCRIPTIONS**, **Rental Invoices**. Enter the following header descriptions for each type of rental transaction, up to 20 characters each. You must enter descriptions here for the system to print in the header of each rental transaction.

CASH TRANSACTION DESCRIPTIONS
1. Rental Invoices

2. Rental Orders

CHARGE TRANSACTION DESCRIPTIONS
3. Rental Invoices

4. Rental Orders

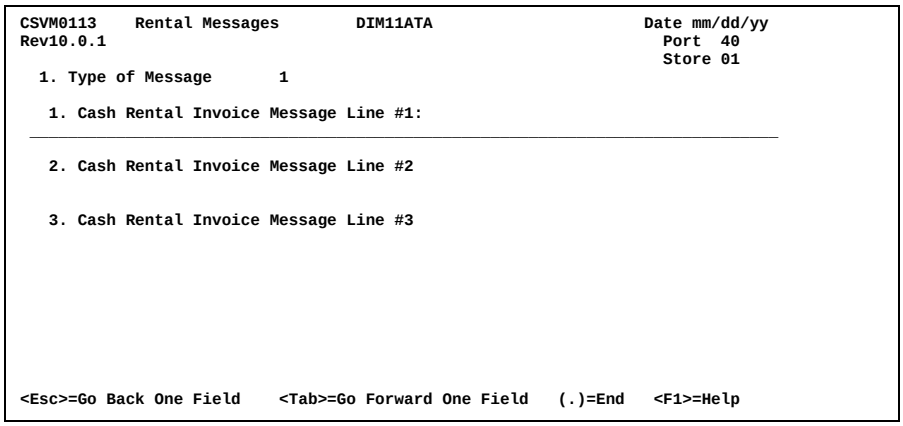
5. Rental Cycle Bills

> ☞ **NOTE:** There is no option for cash rental cycle bills because cycle billing cannot be produced for cash customers.

8 If you selected **3** for **Rental Messages**, the computer displays:

```
CSVM0113    Rental Messages         DIM11 DATA                    Date mm/dd/yy
Rev10.0.1                                                         Port  40
                                                                  Store 01
  1. Type of Message            +------Type of Message-------+
                                ¦  1 = Cash Rental Invoice   ¦
                                ¦  2 = Charge Rental Invoice ¦
                                ¦  3 = Cash Rental Order     ¦
                                ¦  4 = Charge Rental Order   ¦
                                +-----------------------------+









Scroll / Select - Type of Message
```

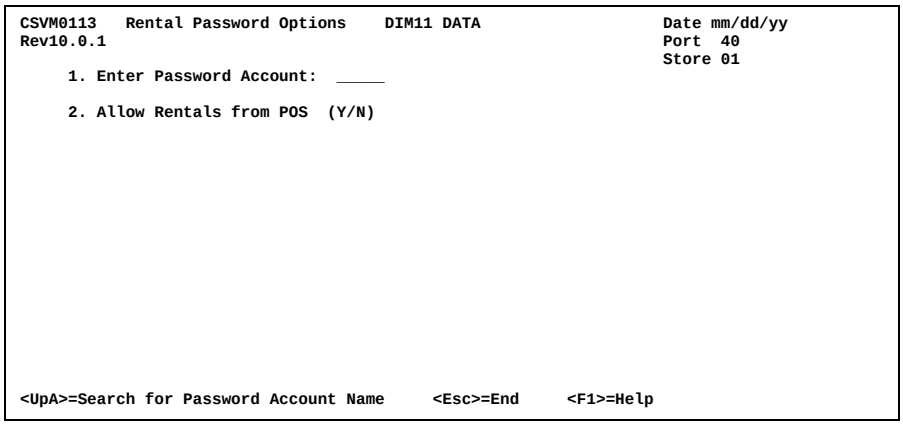
The cursor is positioned in the option box for **Type of Message**. Select the type of transaction for which you wish to enter rental messages. You may have different messages for each type of transaction. Rental messages are printed on the bottom of rental transactions, up to 3 lines of 136 characters each. After selecting a transaction type, the computer displays another screen. For example, if you selected **1** for **Cash Rental Invoice**, the computer displays:


CSVM0113 Rental Messages DIM11ATA Date mm/dd/yy
Rev10.0.1 Port 40
Store 01
1. Type of Message 1
1. Cash Rental Invoice Message Line #1:
2. Cash Rental Invoice Message Line #2
3. Cash Rental Invoice Message Line #3
<Esc>=Go Back One Field <Tab>=Go Forward One Field (.)=End <F1>=Help

These message work differently than the messages on standard POS transactions. The transaction print program allows up to 136 characters per message line. This entry screen accommodates 80 characters only. So if you need to enter a message longer than 80 characters, press **Enter** at the end of the line and continue entering the message on the second line. The print program combines the two lines into one message line on the rental transaction.

> ☞ **NOTE:** If the message is 1-80 characters long, the computer prints it in 10 cpi. If the message is 81-96 characters long, the computer prints it in 12 cpi. And if the message is 97-136 characters long, the computer prints it in 17 cpi.

9 If you selected **4** for **Password Accounts Options,** the computer displays:


CSVM0113 Rental Password Options DIM11 DATA Date mm/dd/yy
Rev10.0.1 Port 40
Store 01
1. Enter Password Account: _____
2. Allow Rentals from POS (Y/N)
<UpA>=Search for Password Account Name <Esc>=End <F1>=Help

The cursor is positioned at **Enter Password Account.** Enter the password account you wish to set up. Enter the following field:

2. Allow Rentals from POS This option allows swapping to Rentals directly from Point of Sale (POS). Enter **Y** if you wish to be able to jump from **Select Customer** in POS into Rentals Entry (CS04090). When done in Rentals, you are returned to POS (**Select Customer**). Or enter **N** to disallow this option.

SAMPLE RENTALS VARIABLE FILE REPORT

```
mm/dd/yy    RENTAL OPTIONS REPORT         DIM99 DATA                  CSVP0116
12:00:23                                                              PAGE 0001


STORE:  1   NZH #1

     SETUP OPTIONS:
          RENTAL BATCH NUMBER                    502
          NEXT TRANSACTION NUMBER              50005
          TIME BUSINESS DAY BEGINS (HHMM)        800
          TIME BUSINESS DAY ENDS   (HHMM)       1800
          INCLUDE SUNDAYS IN RENTAL PERIOD         N
          MONTHLY BILLING PERIOD                   M - MONTHLY BILLING PERIODS
          SAVE RENTAL HISTORY                      C - SAVE CHARGE/CASH TRANS
          SELLING PRICE METHOD                     1 - METHOD 1
          CYCLE BILLING OPTION                     1 - DAILY
          FORM SIZE                                2 - 11 INCH FORM
          FORM HEADING OPTION                      2 - DONT PRINT COMP NAME/ADD

     PRINT PROGRAMS FOR:
          INVOICES                                 CS04094
          ORDERS                                   CS04094


     CASH TRANSACTION DESCRIPTIONS:
          RENTAL INVOICES
          RENTAL ORDERS
          RENTAL REBILLS

     CHARGE TRANSACTION DESCRIPTIONS:
          RENTAL INVOICES
          RENTAL ORDERS
          RENTAL REBILLS

     RENTAL MESSAGES:
     CASH RENTAL INVOICE MESSAGE:


     CHARGE RENTAL INVOICE MESSAGE:


     CASH RENTAL ORDER MESSAGE:


     CHARGE RENTAL ORDER MESSAGE:
```

10 In addition, you must enter the default printer settings for rental transactions. From the **Dimensions Main Menu**, select **System Manager**. Then select **System Manager Variable File**.

11 Select **2** for **Port Information**. Then select **2** for **Printer Assignments**.

12 The computer displays:

```
DSVM0702  System Manager Printer Assignments   DIM11 DATA          Date mm/dd/yy
Rev11.0.3                                                         Port  40
                                                                  Store 01

     1. Port Number  (0-9999)           0
     2. Port Description

        DEFAULT PRINTERS - POS CASH:          DEFAULT PRINTERS - POS CHARGE:
     3. Invoices                           11. Invoices
     4. Returns                            12. Returns
     5. Quotes                             13. Quotes
     6. Temp Quotes                        14. Temp Quotes
     7. Orders                             15. Orders
     8. Cash In/Out                        16. Transfers

        DEFAULT PRINTERS - PO/RECEIPTS:       DEFAULT PRINTERS - RENTALS:
     9. Purchase Orders                    17. Invoices      <----------
    10. Inventory Receipts                 18. Orders        <----------



<Esc>=End    <F1>=Help
```

Enter the default printer assignments in fields 17 and 18 for each port that will be processing rental transactions.

> ☞ **NOTE:** The Password Account Options in the Sales Variable File function the same in Rental Transaction Entry as in standard POS Transaction Entry. These options include **Print/Clear Shift Totals** and **Change Store/Date** (in POS Menu) and **POS- Front Screen - Allow Changing of Silent Options** (in POS Front Screen).

Step 4 Modify Day End Project

Rental transactions post to the Rental Sales History and General Ledger files in a batch, similar to standard Point of Sale transactions. The report programs and updates have different program names than the standard Point of Sale reports and updates so they need to be added to the Day End project. In addition, the keyword index program should be run every day to optimize the keyword search capability. Also cycle billing may or may not need to be run every day.

Add the following programs to the Day End project using normal job/project editing procedures (SuperDOS uses "EDIT", Unix uses "vi"). See Part 3 in Rental Procedures for detailed instructions on each program.

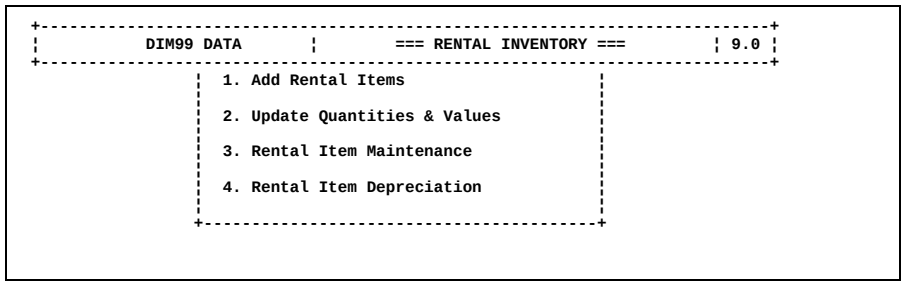
Program Description	**Program Name**	**Job Name**	**Comments**
Rental Transaction Register	CS040981	CF40981	Prints to file
Rental Transaction Detail	CS040982	CF40982	Prints to file
Rental Day End Update	CS04093	CF4093B	Prints to file
Build Rental Keyword Index	CS04091K	CJ 4091K	
Rental Sales History Purge	CS04090U	CJ 4090U	
Cycle Billing Edit List &	CS04090C	CJ 4090C	Prints to printer
Print Rental Register File		CZ 40981	
Print Rental Detail File		CZ 40982	
Print Rental GPOST		CZ 4093G	
Print Rental Update Messages		CZ 04093M	

Step 5 Add Rental Items

Use this step to add items to the Rental Inventory File, RIM1.D, to be used in rental transaction entry. Use this program to maintain the item record if necessary.

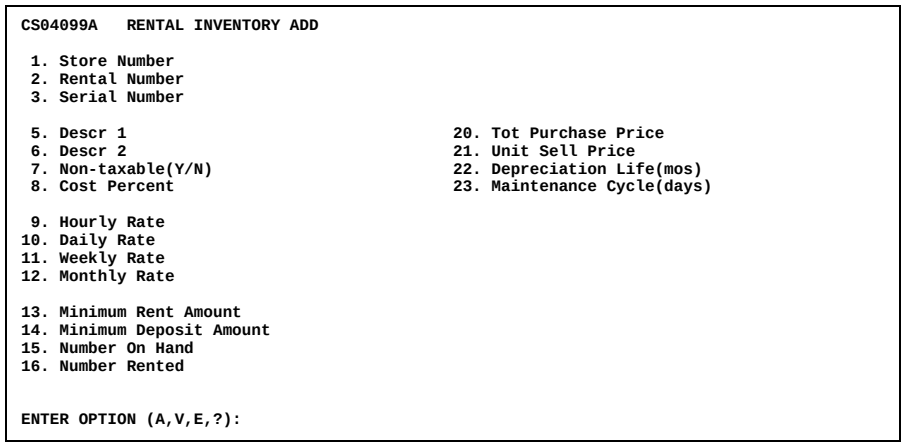
1 From the **Rentals Menu**, select **2** for **Rental Inventory Maintenance**.

2 The computer displays the **Rental Inventory Maintenance Menu**:



Select **1** for **Add Rental Items**.

3 The computer displays:



The cursor is positioned at **ENTER OPTION (A,V,E,?)** . Enter **A** to add new items. Or to change or delete existing items, enter **V** to view the item first and then select **C** to change or **D** to delete. These instructions explain the add function.

4 The cursor moves to the first field, **1. Store Number**. Enter the following fields for each item you wish to add to the Rental Inventory File:

1. Store Number — Enter the store number for the item.

2. Rental Number — Enter the item number for the rental item, up to 8 digits. Refer to "Getting Inventory Started" (Chapter 5) in the *Getting Started User Manual* for more information on numbering items. Rental items use the same Variable File information for as standard inventory items. Do not combine rental items and standard inventory items in the same group number because the General Ledger accounts for the asset posting for sales need to be different.

3. Serial Number — Enter the serial number for this rental item, up to 15 alpha-numeric characters. The computer displays the serial number in the search routine in **Rental Transaction Entry**. This field may be left blank if there is no serial number for the item.

5. Descr 1
6. Descr 2 — Enter the item description in these two fields, up to 21 alpha-numeric characters in each. The computer displays both descriptions on the screen after you select the item in **Rental Transaction Entry**. However the computer uses only **Descr 1** to print on the transaction and to build the keyword index.

7. Non-Taxable (Y/N) — Enter **Y** if the item is non-taxable. Enter **N** (or leave blank) if the item is taxable. Tax calculations are based on item and customer tax code setups. If either the item or the customer is non-taxable, no tax will be calculated.

8. Cost Percent — Enter the percentage to use in **Rental Transaction Entry** for calculating the rental cost and the selling cost (**99999.99**). If this field is **0** (zero), the computer calculates the cost as **0**.

9. Hourly Rate
10. Daily Rate
11. Weekly Rate
12. Monthly Rate — Enter the rates to use in **Rental Transaction Entry** for each of these time increments (**9999.9999**). These rates may be changed in the entry program if necessary.

13. Minimum Rent Amount — Enter the minimum dollar amount to be used for any rental fee that is calculated for less than this amount at **Rental Transaction Entry** (**99999.99**).

14. Minimum Deposit Amount — Enter the minimum deposit amount for this item for cash transactions (**99999.99**). The computer displays a running total of all items' minimum deposit amounts on the back screen of the rental transaction.

15. Number On Hand
16. Number Rented — These fields are used for non-serial number items only. You may leave these fields blank if you use the Receive Rental Inventory program that will update it automatically. **Number On Hand** is the quantity owned. When an item is sold, **Number On Hand** is reduced. **Number Rented** is the quantity on outstanding orders (updated by the Rental Transaction Entry program).

20. Tot Purchase Price — For serial number items, enter the purchase price. You may leave this field blank if you use the Receive Rental Inventory program that will update it automatically. For non-serial number items, enter the extended cost of the item.

21. Unit Sell Price — Enter the recommended selling price (per unit) for this item (**99999999.99**)

22. Depreciation Life (mos) Enter the number of months to be used in the depreciation expense calculation (**99999**).

23. Maintenance Cycle (days) Enter the number of days for the maintenance cycle for this item (**9999**). This is used on the Rental Maintenance report and in the Rental Item Maintenance program.

5 You are returned to the first field, **Store Number**. You can enter another rental item (go back to Step 4) or end this procedure by pressing **Esc**. Then enter **E** to end this program and return to the previous menu.

Rental Procedures

OVERVIEW

This section contains rental procedures. You can use it as a supplementary aid as you learn the system, as a reference guide to answer certain procedural questions for regular rental activities, and as a teaching tool for new personnel.

Each part is described below:

Part 1: Rental Transaction Entry
Create new rental transactions and process cycle billing.

Part 2: Rental Inventory Maintenance
Allows you add rental items to the Rental Inventory File, update quantities and values, perform maintenance on rental items, and calculate depreciation on rental items.

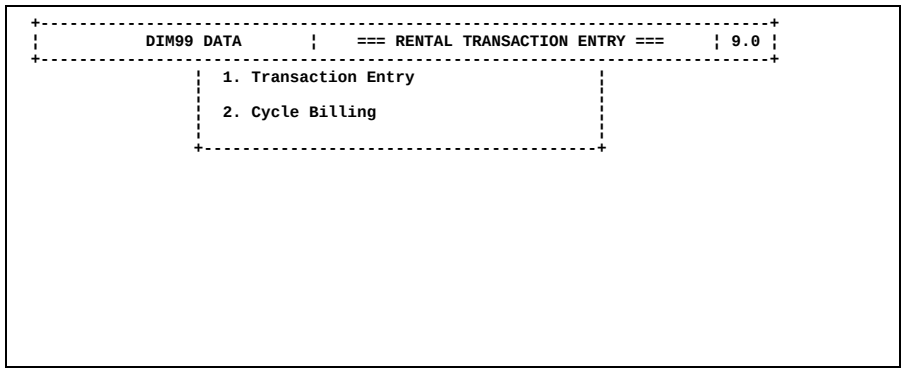
Part 3: Rental Day End
Processes the day end update for rentals.

Part 4: Rental Month End & Year End Updates
Presents special considerations for the rental files in normal month end and year procedures.

> ☞ **NOTE:** Rental reports are not covered in this section. See Rental Reports for specific instructions for printing reports.
>
> Rental Variable File is covered in "Getting Started with Rentals." Rental Special Maintenance is covered in its own section.

Part 1. Rental Transaction Entry

This section contains rental procedures for transaction entry. When you select **Rental Transaction Entry** from the **Rentals Menu**, another menu is displayed:



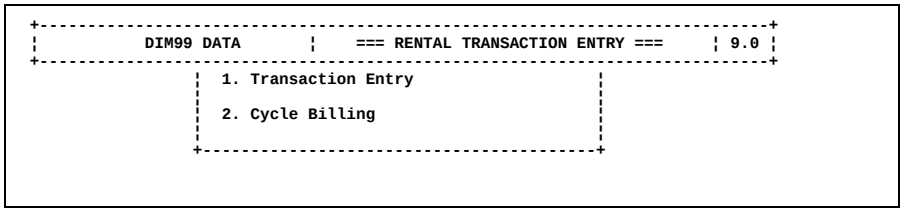
The following pages explain each option.

Part 1-1. Transaction Entry

PURPOSE: Use this program to create rental transactions for both cash and charge customers. You can also recall rental orders, print and clear shift totals, copy invoices/returns, reprint invoices/returns, and view rental rates and activity. The program flow is similar to standard POS Transaction Entry.

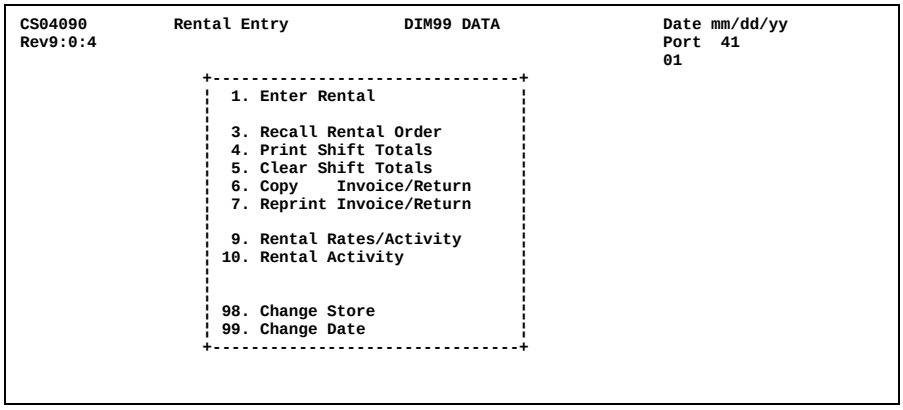
1 From the **Rentals Menu**, select **1** for **Rental Transaction Entry**.

2 The computer displays the **Rental Transaction Entry Menu:**



Select **1** for **Transaction Entry.**

3 The computer displays:



You have the following options:

1. Enter Rental — Use this option to enter a rental order when the customer checks out the rental item. You can also sell rental items through this option. See Steps 4-22.

3. Recall Rental Order — Use this option to recall a rental order to create an invoice when the customer returns a rental item. See Steps 23-37.

4. Print Shift Totals — Exactly like standard POS procedure to print shift totals to aid in balancing a cash drawer. The report includes standard POS transaction entries as well as rental entries. Controlled by Sales Variable File setting by password account.

5. Clear Shift Totals — Exactly like standard POS procedure to clear shift totals to aid in balancing a cash drawer. The process clears standard POS transaction entries as well as rental entries. Controlled by Sales Variable File setting by password account.

6. Copy Invoice/Return — Use this option to create a new transaction from an existing transaction. This is normally used to create a credit. See Steps 38-43 . Controlled by Sales Variable File setting by password account.

7. Reprint Invoice/Return — Use this option to reprint a transaction without creating a new transaction. You must enter the reprint code used in standard POS reprinting in order to reprint rental transactions. See Steps 44-47.

9. Rental Rate/Activity — Displays rates and/or activity for any selected rental item. See Steps 48-50.

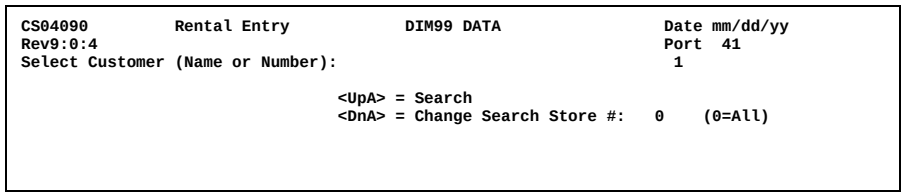
10. Rental Activity — Displays activity for any selected rental item. See Steps 51-53.

98. Change Store — Exactly like standard POS procedure to change the store number. Controlled by Sales Variable File setting by password account.

99. Change Date — Exactly like standard POS procedure to change the date. Controlled by Sales Variable File setting by password account.

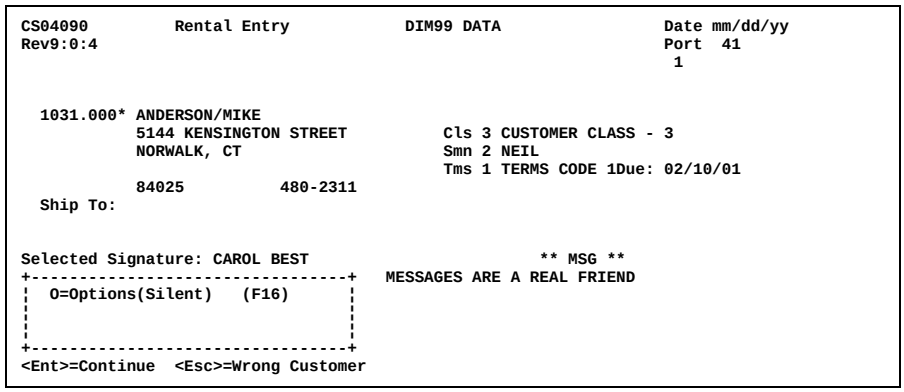
Steps 4-22 describe option 1, Rental Entry.

4 If you selected **1** for **Enter Rental**, the computer displays the standard customer selection routine:


CS04090 Rental Entry DIM99 DATA Date mm/dd/yy
Rev9:0:4 Port 41
Select Customer (Name or Number): 1
<UpA> = Search
<DnA> = Change Search Store #: 0 (0=All)

Select the customer for this rental transaction. Or press **Esc** to return to the previous menu.

5 Then the computer displays the front screen of the transaction:



The standard Sales Variable File Password Account Options control the silent options on this screen, just like standard POS. Change any silent options if needed. Press **Enter** when you are ready to continue to the detail lines of the transaction.

6 Then the computer displays the detail lines screen:

```
  New Entries                    1031.000  ANDERSON/MIKE                 ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                    Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1


--------------------------------------------------------------------------------
Select Rental Item:




       +-------------------------------------------------------------+
       ¦Totals:   New Rental :       .00     Rental Return:       .00 ¦
       ¦                                     Sold         :       .00 ¦
       +-------------------------------------------------------------+

 <UpA>=Continue                                              (?) = Help
```

The item selection routine is slightly different than standard POS because it always searches the Rental Inventory File (RIM1.D). The cursor is positioned at **Select Rental Item**. You have the following options:

Enter a rental item number — Enter the actual rental item number and press **Enter**. The search starts with the first encounter with the item number. Continue to Step 7.

Enter a keyword — Enter a word from the rental item's description and press **Enter**. The search starts with the first encounter of the keyword. This is case-sensitive. Continue to Step 7.

(?)=Help — Enter **?** and press **Enter** for help with this field. The computer displays the following options:

```
            +--------------------------------------+
            ¦ Numeric # <Ent>  =  Rental # Scroll  ¦
            ¦ Alpha   # <Ent>  =  Keyword  Scroll  ¦
            ¦ <DnA> ---------  =  Description Line ¦
            ¦ <UpA> ---------  =  Continue On      ¦
            +--------------------------------------+
```

This box shows you all the options you can do at **Select Rental Item:**

Numeric # <Ent> — Enter some numeric data such as an item number and press **Enter** to scroll through the Rental Inventory File in item number order.

Alpha # <Ent> — Enter some alphabetic characters such as part of the item description and press **Enter** to scroll through the Rental Inventory File in keyword order.

<DnA> — Press the down arrow to move the cursor directly to the description line so you can enter a comment or subtotal line.

<UpA> — Press the up arrow to continue with entering the line in Step 18.

<UpA>=Continue Press the up arrow to continue with the transaction. Go to Step 18.

7 The program starts the search routine starting with the rental item number you entered. For example, to search by rental item number:

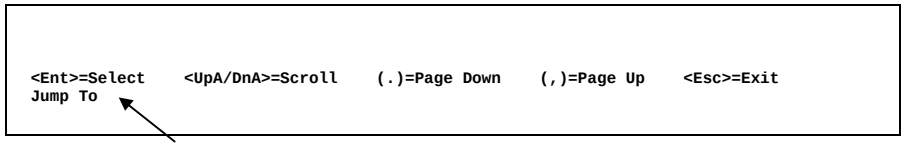
```
  New Entries                    1040.000  BECK STREET CONSTRUCTION      ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                    Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1




--------------------------------------------------------------------------------
Select Rental Item: 51515151



 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
 Jump To:

 Rental #-Serial #--------Description----------------------Sta---O H--Rent
 51515151 51515151        RUG CLEANER                       X      1
 51515152 51515152        RUG CLEANER                       X      1
 77000001                 DITCH WITCH                              3     4
 77000002 12              POST HOLE DIGGER                         1
```

Or keyword:

```
  New Entries                    1040.000  BECK STREET CONSTRUCTION      ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                    Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1




--------------------------------------------------------------------------------
Select Rental Item: CLEANER



 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
 Jump To

Rental No-Serial No-------Keyword----Description-----------Sta---O H--Rent
 51515151 51515151        CLEANE RUG CLEANER                X      1
 51515152 51515152        CLEANE RUG CLEANER                X      1
 77000002 12              DIGGER POST HOLE DIGGER                  1
 77000001                 DITCH  DITCH WITCH                       3     4
 77000002 12              HOLE   POST HOLE DIGGER                 1
```

The inventory information displayed at the bottom of the screen depends on the search method, by rental item number or keyword. Both methods include information on status (blank=available, **M**=maintenance – not available, **X**=Expired – not available), number on hand (**O-H**), and number rented (**Rent**).

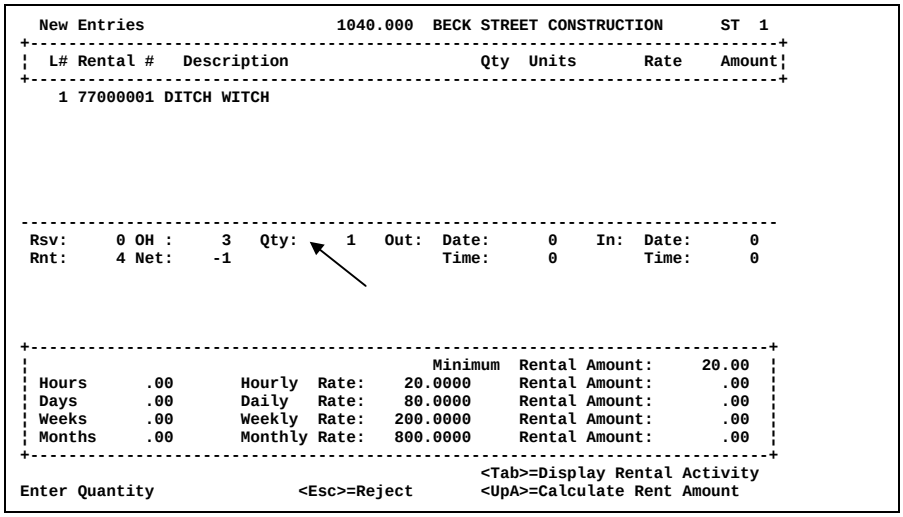
8 Once you are in the search mode, you have the standard tools to search for other rental items:



The cursor is positioned at **Jump To**. The first item on the list is highlighted. You now have the following options:

<Ent>=Select	Press **Enter** to select the highlighted item. Continue entering the line item in Step 9.
<UpA/DnA>=Scroll	Press the up or down arrow to scroll through the displayed list.
(.)=Page Down	Allows you to page down, using the last item displayed as the first item of the new display.
(,)=Page Up	Allows you to page up, using the first item displayed as the last item of the new display.
<Esc>=Exit	Press **Esc** to end this routine and return to **Select Rental Item** in Step 6.
Jump to	To quickly go to another area of the item list, enter another beginning number to search.

9 After you select an item, the computer displays more information about it and allows you to enter the rental quantity. For example:


New Entries 1040.000 BECK STREET CONSTRUCTION ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH
Rsv: 0 OH : 3 Qty: 1 Out: Date: 0 In: Date: 0
Rnt: 4 Net: -1 Time: 0 Time: 0
Minimum Rental Amount: 20.00
Hours .00 Hourly Rate: 20.0000 Rental Amount: .00
Days .00 Daily Rate: 80.0000 Rental Amount: .00
Weeks .00 Weekly Rate: 200.0000 Rental Amount: .00
Months .00 Monthly Rate: 800.0000 Rental Amount: .00
<Tab>=Display Rental Activity
Enter Quantity <Esc>=Reject <UpA>=Calculate Rent Amount

> ☞ **NOTE:** If you selected a rental item with an assigned serial number, skip this step and do not enter a quantity. The computer assumes a quantity of 1.

The cursor is positioned at **Qty.** You have the following options:

Enter the quantity	Enter the rental quantity. Go on to Step 10.
<Esc>=Reject	Press **Esc** to reject this item and return to Step 6 to select another rental item.

<Tab>=Display Rental Activity Press **Tab** to display the following rental activity:

```
  New Entries                    1040.000  BECK STREET CONSTRUCTION      ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                    Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1 77000001 DITCH WITCH




--------------------------------------------------------------------------------
Rental Activity:
------ Out -----  ------ In ------    Qty   Trans #   Name
Thr-17 Dec 09:06  Fri-18 Dec 09:06      1   4000800 123
Tue-30 Mar 08:03  Wed-31 Mar 08:03      1   4002500 1
Fri-02 Jul 13:16  Mon-05 Jul 13:16      1   4002800 1
Sat-03 Jul 13:27  Mon-05 Jul 13:27      1   4002900 1









<Ent> = Continue                                          <Esc> = Exit
```

Press **Enter** or **Esc** to return to **Qty**.

<UpA>=Calculate Rent Amount Not used.

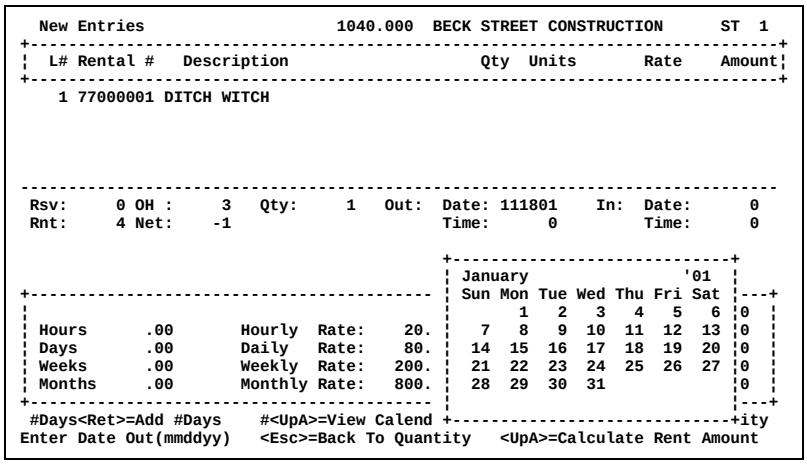
10 The cursor moves to **Out: Date:**

```
  New Entries                    1040.000  BECK STREET CONSTRUCTION      ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                    Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1 77000001 DITCH WITCH




--------------------------------------------------------------------------------
 Rsv:     0 OH :     3   Qty:     1   Out:  Date:  11801   In:  Date:      0
 Rnt:     4 Net:    -1                    Time:   1158         Time:      0




+-------------------------------------------------------------------------------+
¦                                    Minimum  Rental Amount:     20.00  ¦
¦ Hours      .00       Hourly  Rate:    20.0000     Rental Amount:       .00  ¦
¦ Days       .00       Daily   Rate:    80.0000     Rental Amount:       .00  ¦
¦ Weeks      .00       Weekly  Rate:   200.0000     Rental Amount:       .00  ¦
¦ Months     .00       Monthly Rate:   800.0000     Rental Amount:       .00  ¦
+-------------------------------------------------------------------------------+
 #Days<Ret>=Add #Days    #<UpA>=View Calendar    <Tab>=Display Rental Activity
Enter Date Out(mmddyy)   <Esc>=Back To Quantity   <UpA>=Calculate Rent Amount
```

You have the following options:

#Days<Ret>=Add #Days Enter a number of days to add to the current displayed date and press **Enter**. The computer calculates the new date. Go on to Step 11.

#<UpA>=View Calendar Enter a number and press the up arrow to view a calendar. For example:


New Entries 1040.000 BECK STREET CONSTRUCTION ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH
Rsv: 0 OH : 3 Qty: 1 Out: Date: 111801 In: Date: 0
Rnt: 4 Net: -1 Time: 0 Time: 0
Hours .00 Hourly Rate: 20.
Days .00 Daily Rate: 80.
Weeks .00 Weekly Rate: 200.
Months .00 Monthly Rate: 800.
January '01
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
#Days<Ret>=Add #Days #<UpA>=View Calend
Enter Date Out(mmddyy) <Esc>=Back To Quantity <UpA>=Calculate Rent Amount

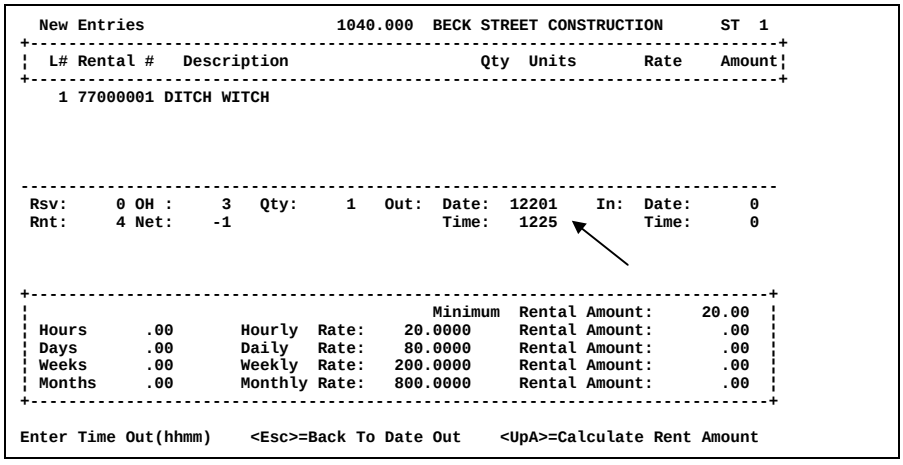
Use the arrow keys to move the highlighted box to the desired date on the calendar. Press **Enter** to select that date. Go to Step 11.

<Tab>=Display Rental Activity — Press **Tab** to display rental activity as in Step 9. Press **Enter** or **Esc** after viewing the activity to return to **Qty**.

Enter Date Out (mmddyy) — Enter the date the item is going out in the standard date format (mmddyy). Go on to Step 11.

<Esc>=Back to Quantity — Press **Esc** to return to **Qty** (Step 9).

11 The cursor moves to **Out: Time:**


New Entries 1040.000 BECK STREET CONSTRUCTION ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH
Rsv: 0 OH : 3 Qty: 1 Out: Date: 12201 In: Date: 0
Rnt: 4 Net: -1 Time: 1225 Time: 0
Minimum Rental Amount: 20.00
Hours .00 Hourly Rate: 20.0000 Rental Amount: .00
Days .00 Daily Rate: 80.0000 Rental Amount: .00
Weeks .00 Weekly Rate: 200.0000 Rental Amount: .00
Months .00 Monthly Rate: 800.0000 Rental Amount: .00
Enter Time Out(hhmm) <Esc>=Back To Date Out <UpA>=Calculate Rent Amount

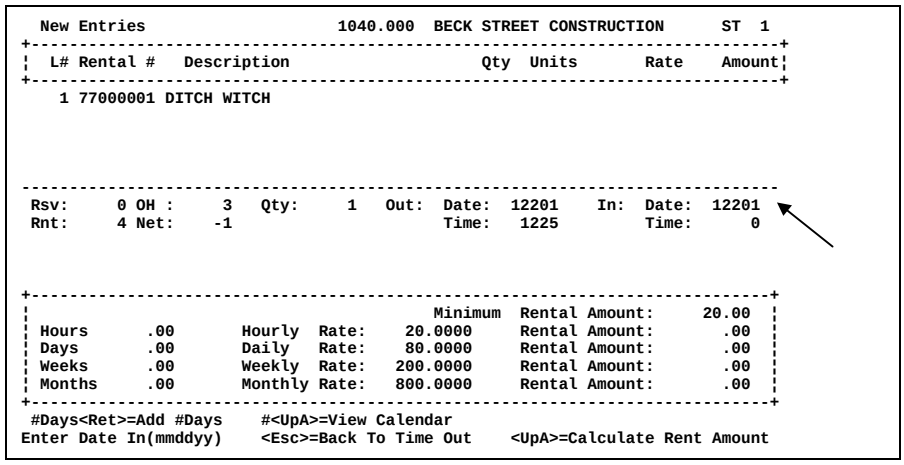
You have the following options:

Enter Time Out (hhmm) — Enter the time the item is going out in the standard time format (hhmm) in military time. Go on to Step 12.

<Esc>=Back to Date Out — Press **Esc** to back up one field to **Out: Date** (Step 10).

<UpA>=Calculate Rent Amount — Use after entering the out date/time and in date/time to calculate the best rate for the customer.

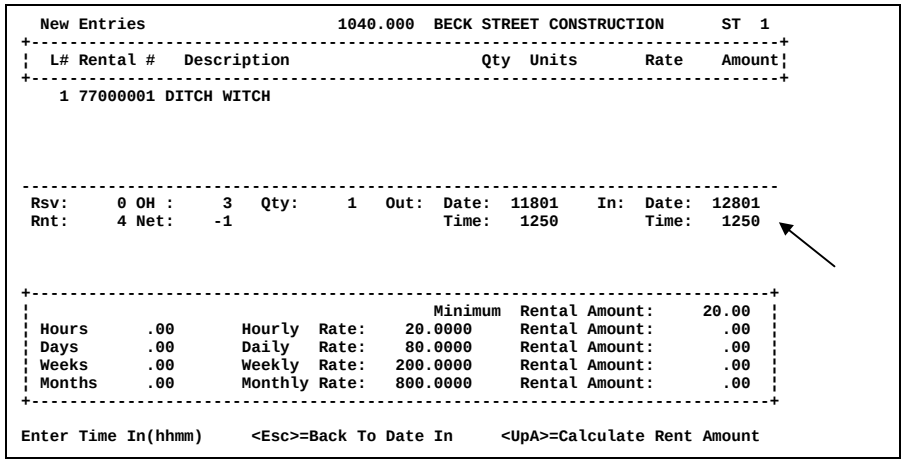
12 The cursor moves to **In: Date**:


New Entries 1040.000 BECK STREET CONSTRUCTION ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH
Rsv: 0 OH : 3 Qty: 1 Out: Date: 12201 In: Date: 12201
Rnt: 4 Net: -1 Time: 1225 Time: 0
Minimum Rental Amount: 20.00
Hours .00 Hourly Rate: 20.0000 Rental Amount: .00
Days .00 Daily Rate: 80.0000 Rental Amount: .00
Weeks .00 Weekly Rate: 200.0000 Rental Amount: .00
Months .00 Monthly Rate: 800.0000 Rental Amount: .00
#Days<Ret>=Add #Days #<UpA>=View Calendar
Enter Date In(mmddyy) <Esc>=Back To Time Out <UpA>=Calculate Rent Amount

You have the following options:

#Days<Ret>=Add #Days	Enter a number of days to add to the current displayed date and press **Enter**. The computer calculates the new date. Go on to Step 13.
#<UpA>=View Calendar	Enter a number and press the up arrow to view a calendar, as in entering the **Out: Date**.
Enter Date In (mmddyy)	Enter the date the item is due back in the standard date format (mmddyy). Go on to Step 13.
<Esc>=Back to Time Out	Press **Esc** to back up one field to **Out: Time** (Step 11).

13 The cursor moves to **In: Time**:


New Entries 1040.000 BECK STREET CONSTRUCTION ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH
Rsv: 0 OH : 3 Qty: 1 Out: Date: 11801 In: Date: 12801
Rnt: 4 Net: -1 Time: 1250 Time: 1250
Minimum Rental Amount: 20.00
Hours .00 Hourly Rate: 20.0000 Rental Amount: .00
Days .00 Daily Rate: 80.0000 Rental Amount: .00
Weeks .00 Weekly Rate: 200.0000 Rental Amount: .00
Months .00 Monthly Rate: 800.0000 Rental Amount: .00
Enter Time In(hhmm) <Esc>=Back To Date In <UpA>=Calculate Rent Amount

You have the following options:

Enter Time In (hhmm)	Enter the time the item is due back in the standard time format (hhmm) in military time. Go on to Step 14.
<Esc>=Back to Date In	Press **Esc** to back up one field to **In: Date** (Step 12).
<UpA>=Calculate Rent Amount	Not used.

14 The computer calculates the best rate based on the dates and times and displays the results. For example:

```
  New Entries                   1040.000  BECK STREET CONSTRUCTION      ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                   Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1 77000001 DITCH WITCH


-------------------------------------------------------------------------------
 Rsv:     0 OH :     3   Qty:     1   Out:  Date:  11801    In:  Date:  12801
 Rnt:     4 Net:    -1                     Time:   1250         Time:   1250


+-------------------------------------------------------------------------------+
¦                                     Minimum  Rental Amount:     20.00  ¦
¦ Hours    85.17       Hourly  Rate:    20.0000     Rental Amount:   1703.40  ¦
¦ Days      8.52       Daily   Rate:    80.0000     Rental Amount:    681.60  ¦
¦ Weeks     1.42       Weekly  Rate:   200.0000     Rental Amount:    284.00  ¦
¦ Months     .31       Monthly Rate:   800.0000     Rental Amount:    800.00  ¦
+-------------------------------------------------------------------------------+

<Ent>=Select    <Esc>=Back To Quantity    <UpA/DnA>=Scroll
```

The computer highlights the best rate. The weekly and monthly calculations are based on the options in the Variable File (6- or 7-day week; calendar month or 28 day month). You now have the following options:

<Ent>=Select	Press **Enter** to accept the highlighted rate. Go to Step 15.
<Esc>=Back to Quantity	Press **Esc** to go back to **Qty** in Step 9.
<UpA/DnA>=Scroll	Press the up or down arrow to scroll through the list of rates. Then press **Enter** to select the desired rate.

> ☞ **NOTE:** When you change the order into an invoice and the check in time or date is different than what was entered, the computer refreshes this rental amount automatically.

15 Now you can accept or reject the detail line. The computer displays:

```
  New Entries                   1040.000  BECK STREET CONSTRUCTION      ST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                   Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    1 77000001 DITCH WITCH                      1   1.42Wk 200.0000    284.00


-------------------------------------------------------------------------------
 Rsv:     0 OH :     3   Qty:     1   Out:  Date:  11801    In:  Date:  12801
 Rnt:     4 Net:    -1                     Time:   1250         Time:   1250


+-------------------------------------------------------------------------------+
¦                                     Minimum  Rental Amount:     20.00  ¦
¦ Hours    85.17       Hourly  Rate:    20.0000     Rental Amount:   1703.40  ¦
¦ Days      8.52       Daily   Rate:    80.0000     Rental Amount:    681.60  ¦
¦ Weeks     1.42       Weekly  Rate:   200.0000     Rental Amount:    284.00  ¦
¦ Months     .31       Monthly Rate:   800.0000     Rental Amount:    800.00  ¦
+-------------------------------------------------------------------------------+

<Ent>=Accept Line    <Esc>=Reject    <UpA>=Change Units/Rate
```

The computer displays the following options at the bottom of the screen:

<Ent>=Accept Line Press **Enter** to accept the line if it is OK. This keeps the line and returns to **Select Rental Item** to enter another line or end this transaction.

<Esc>=Reject Press **Esc** to reject the line. This deletes the line from the ticket and returns to **Select Rental Item** to enter another line or end this transaction.

<UpA>=Change Units/Price Press the up arrow to change the units and/or price. The cursor moves to **Units**. Enter a new number of units based on the rate calculation (such as number of days, weeks, or months). Or press **Tab** to leave unchanged. Then the cursor moves to **Rate**. Enter a new rate if needed. Or press **Tab** to leave unchanged.

> ☞ **NOTE:** If you change the quantity and/or rate at this point on the order, the computer will not recalculate the rental amount when you recall the order to make a return when the customer brings the item back. If you need to make an adjustment in the number of days the item was out or the rate when the item is returned (if the customer had trouble with the equipment and lost work time to make repairs or exchanges), you will not be able to do so. Do not change the units/price on the order if you might need to adjust the units/price later on the rental return.

16 The totals box at the bottom of the screen displays the totals for this transaction so far. **New Rental** is the total for the items the customer is checking out. **Rental Return** shows the total for rented items that have been brought back to the store. **Sold** is the total for rental items that the customer has purchased. Repeat Steps 6-15 for each line on this rental transaction.

17 When you are done entering lines on this rental transaction, press the up arrow to continue with the entry. The computer displays a code to the left of every line on the transaction:

O = Outstanding item (order)
R = Returned item to be invoiced
S = Sold item
C = Cancelled

18 The computer displays the following options at the bottom of the screen:

```
R=Rental Returns      M=More Rentals      A=Return All Rented Items     S=Sell
 <UpA>=Continue      B=Back To Customer      C=Cancel     Q=Change     V=Void
```

Enter one of these options:

R=Rental Returns Use this option when the customer returns a rental item. Most likely you will use this option after creating a rental order when the item goes out with the customer and then recalling the order when the customer returns the rental item.

M=More Rentals Add more detail lines of outstanding rentals to this transaction. Go back to Step 6 to select a rental item.

A=Return All Rented Items Return all outstanding rental lines to be invoiced.

S=Sell

Sell a rental item instead of renting it. This adds another line to the transaction. The computer allows you to select the rental item to be sold:

```
      Sell                      1060.000  BRODERICK AND ZARBOCK PLUMBINGST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                  Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    3


--------------------------------------------------------------------------------
Select Rental Item:



       +-------------------------------------------------------------+
       ¦Totals:   New Rental :    532.00     Rental Return:       .00 ¦
       ¦                                     Sold         :       .00 ¦
       +-------------------------------------------------------------+

 <UpA>=Continue                                                (?) = Help
```

Select the item you wish to sell using normal item selection procedures. Then enter the quantity to sell. The computer displays the selling price and long-term depreciation (LTD) accumulator automatically (if entered in the Rental Inventory File (RIM1.D). Change the selling price if needed or press **Enter** to accept the displayed selling price. Then accept or reject the line as usual. To end the sell mode, press **Esc** at **Select Rental Item.**

<UpA>=Continue

Press the up arrow to accept the detail lines and continue to the back screen to finish the transaction. Go to Step 19.

B=Back to Customer

Go back to the customer selection routine to change the customer for this transaction. The detail lines remain unchanged.

C=Cancel

Cancel individual lines on the transaction. The computer displays:

```
 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
  Select Line No:

Sta L#-Rental #-Serial # /  Qty--Description----------Units------Rate---Amount
O    1 77000001               1 DITCH WITCH            1.41Wk  200.00   282.00
O    2 77000002 12              POST HOLE DIGGER       1.00Wk  250.00   250.00
```

The cursor is positioned at **Select Line No.** Enter the line number you wish to cancel. The computer displays the selected line:

```
Cancel Lines                1060.000  BRODERICK AND ZARBOCK PLUMBINGST  1
+-------------------------------------------------------------------------------+
¦  L# Rental #   Description                  Qty  Units       Rate    Amount¦
+-------------------------------------------------------------------------------+
    2 77000002 POST HOLE DIGGER                1   1.00Wk 250.0000    250.00



<Ent> = Cancel The Above Line      <Esc> = Don't
```

Press **Enter** the cancel the displayed line or **Esc** to leave it on the transaction. To end the cancel mode, press **Esc** at **Select Line No.**

Q=Change Change individual lines on the transaction. The computer displays:

```
 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
  Select Line No:

Sta L#-Rental #-Serial # /  Qty--Description----------Units------Rate---Amount
O    1 77000001               1 DITCH WITCH            8.45Dy   80.00   676.00
O    2 77000002 12              POST HOLE DIGGER       1.00Wk  250.00   250.00
```

The cursor is positioned at **Select Line No.** Enter the line number you wish to change. Then you can change the quantity, date/time out, and date/time in. Or press **Enter** to leave any of these fields unchanged. To end the change mode, press **Esc** at **Select Line No.**

V=Void Void this transaction. The computer asks:

```
Void?  Y/N
```

If this is a new transaction, enter **Y** to void this transaction completely or **N** to leave it. If this is a recalled transaction, enter **Y** to void any changes to the rental order but leave the original order intact.

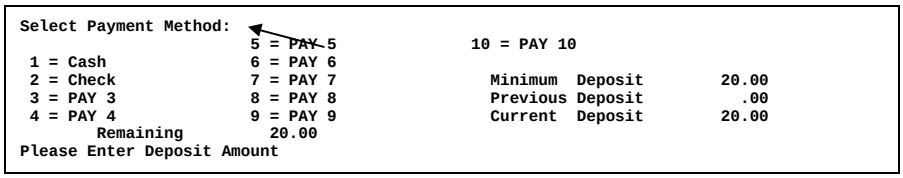
19 After you press the up arrow to continue, the computer displays the back screen of the transaction. If this is a charge transaction (charge customer), go to Step 21. If this is a cash transaction (cash customer), the computer displays:

```
      1.000  CASH SALES12345678901234567890           Subtotal              .00
+-------------------------------------------------+    Addons               .00
| New Rental    225.00   Rental Return       .00 |    Tax                  .00
|                        Sold               .00 |
+-------------------------------------------------+    Total Ret/Sold       .00
+-------------------------------------------------------------------------------+
|Written By:   0                                  ** Cash   ORDER               |
|Cust P.O. :                                                                    |
|Ship To   :                                                                    |
|                                                                               |
|                                                                               |
|Phone No  :                                                                    |
|Notes     :                                                                    |
|                                                                               |
|                                                                               |
+------------------10:54-------------------------------01/22/01---------------+
 Select Payment Method:
                      5 = PAY 5              10 = PAY 10
 1 = Cash             6 = PAY 6
 2 = Check            7 = PAY 7                Minimum  Deposit        20.00
 3 = PAY 3            8 = PAY 8                Previous Deposit          .00
 4 = PAY 4            9 = PAY 9                Current  Deposit        20.00
       Remaining        20.00
Please Enter Deposit Amount
```

The cursor is positioned at **Current Deposit** along with the minimum deposit amount set up in the Rentals Inventory File (RIM1.D). Either press **Enter** to accept the displayed deposit amount or enter a different deposit amount.

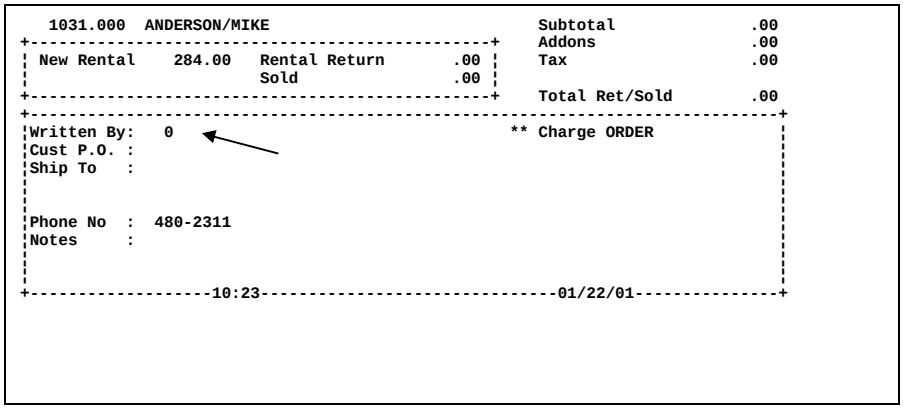
> ☞ **NOTE:** You can change the deposit amount the same day as entering the original rental order. It is not necessary for the rental order to go through a day end update. Use **Recall Rental Order** to change the deposit amount if needed.

20 Then the computer asks you to select the payment method and amount for the deposit:



Enter the payment method code. The cursor moves to the selected payment method and asks for the payment amount as in normal POS cash processing. Enter the deposit amount paid by that method or press the up arrow to accept the current deposit amount.

21 Then the computer displays:



If this is a charge transaction, the computer assumes it is a new order. The cursor is positioned at **Written By**. Enter the following information as in normal POS processing:

Written By — Enter your written by sales rep code. Written by codes are set up in the Sales Variable File under Descriptions.

Cust PO — Enter the customer's P.O. number (up to 12 characters) if required by the customer's set up in the Customer Master File (CM1.D). Or press **Enter** to skip this field (only if P.O. is not required). Or press s to bypass the remaining information and go to Step 22.

Ship To — Depending on the Variable File setting by password account or store, this entry may be required. If the customer had a ship to address set up, it is displayed. Press **Tab** to keep it. Or enter up to 30 characters for the first line of ship to address. Cash transactions require Ship To information (enter the customer's name in the first ship to field and their address in the other two). There are three lines of ship to address available. Or press **Enter** to skip this field (only if Ship To is not required). Or press s to bypass the remaining information and go to Step 22.

Phone No — If the customer had a phone number entered already in their customer file, it is displayed. Press **Tab** to keep it. Or enter the customer's phone number (up to 12 characters). Both cash and charge transactions require phone number information. Or press **Enter** to skip this field. Or press s to bypass the remaining information and go to Step 22.

Notes — Enter up to 30 characters of notes for this transaction if desired. There are two lines of notes available. Or press **Enter** to skip this field.

22 Then the computer allows you to accept and print the transaction. It displays at the bottom of the screen:

```
<Ent>=Accept        <Esc>=Select        P=Alternate Printer
```

Check the information on the back screen. Then enter one of the following options:

<Ent>=Accept — Press **Enter** to accept the transaction and proceed to print it. The transaction is assigned a transaction number and is printed according to the Variable File setup (Printer Assignments in System Manager controls which printer is used as the default and the Rental Options in the Rental Variable File defines which print program is used). The transaction is updated to the proper files. You are returned to **Select Customer**. The transaction number and sale amount remain on the screen.

<Esc>=Select — Press **Esc** to select another option or correct any errors. It is much easier to correct errors at this point than after the ticket is accepted, printed, and updated. The computer displays the following options for cash transactions:

```
Select Option:       1
       1 = Enter Money                    9 = Void
                                         10 = Back To Detail Lines
```

And these for charge transactions:

```
Select Option:       1
       1 = Written By                     9 = Void
                                         10 = Back To Detail Lines

       8 = Change To/Fr Cash
```

1=Enter Money
(Cash transaction only). Enter **1** to return to Step 19 to enter the deposit information again. You can also change the back page information such as Written By, Cust PO, Ship To, and so on.

1=Written By

(Charge transaction only). Enter **1** to return to Step 21 to enter the back page information again. You can change Written By, Cust PO, Ship To, Phone No, and Notes.

8=Change To/Fr Cash

(Charge transaction only). Enter **8** to change this transaction from charge to cash. The sales analysis information is recorded in the customer's account but it is treated as a cash rental. The computer displays the status change in the ribbon area box **(**Charge Changed to Cash**). This transaction is now treated as cash, which requires you to enter deposit information. Go back to Step 19.

9=Void

Enter **9** to void this transaction. The computer asks:

```
Void? (Y/N)
```

Y = Void this transaction. Does not print a ticket. The day end update deletes all voided transactions. The computer ends this transaction and returns to **Select Customer (Number or Name)** (Step 4).

N = Do not void this transaction. Return to **Select Option**. You can go back to the detail lines or change the Written By or deposit information if needed.

10=Back to Detail Lines

Enter **10** to go back to the detail lines (Step 18) to make any changes to the transaction before accepting and printing it.

P=Alternate Printer

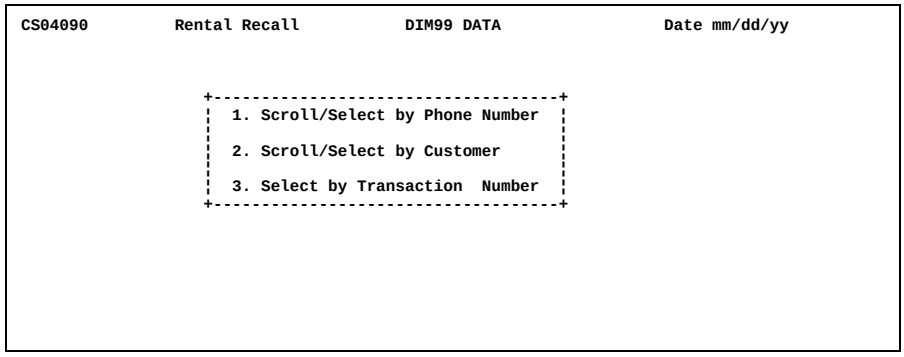
This option allows you to print the ticket on an alternate printer if the default printer is busy. After you enter **P** and press **Enter**, the computer displays the alternate printer options:

```
Select Printer (0=Slave, 2-99=Port No):  Port No <UpA>=Search Port No
```

If known, enter the port number of an alternate printer. Or search for an alternate printer by entering the printer number and pressing s. This displays a list of printers starting with the one you entered. Select the desired printer from this list. Or press **Esc** to end this routine and go back to the options to accept and print the transaction.

Steps 23-37 describe option 3, Recall Rental Order.

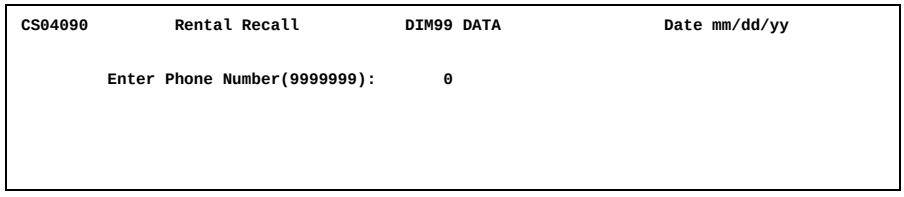
23 If you selected **3** for **Recall Rental Order**, the computer displays the different options for searching for rental orders:


CS04090 Rental Recall DIM99 DATA Date mm/dd/yy
1. Scroll/Select by Phone Number
2. Scroll/Select by Customer
3. Select by Transaction Number

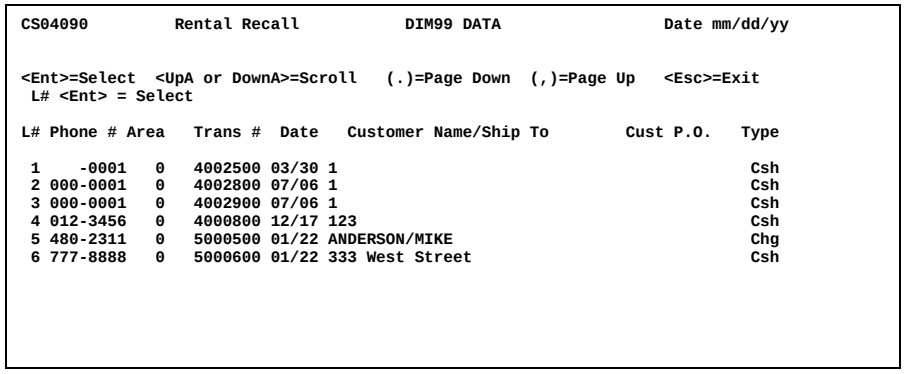
Check the information on the back screen. Then enter one of the following options:

1. Scroll/Select by Phone Number	Allows you to scroll and select rental orders by phone number. See Step 24.
2. Scroll/Select by Customer	Allows you to scroll and select rental orders by customer. See Step 25.
3. Select by Transaction Number	Allows you to select rental orders by transaction number. You must know the exact transaction number in order to use this option. See Step 26.

24 If you selected **1** to scroll/select by phone number, the computer displays:



Enter a phone number and the computer displays a list of phone numbers on current rental orders from the number you entered. Or press up arrow to begin displaying with the first phone number found. For example:


CS04090 Rental Recall DIM99 DATA Date mm/dd/yy
<Ent>=Select <UpA or DownA>=Scroll (.)=Page Down (,)=Page Up <Esc>=Exit
L# <Ent> = Select
L# Phone # Area Trans # Date Customer Name/Ship To Cust P.O. Type
1 -0001 0 4002500 03/30 1 Csh
2 000-0001 0 4002800 07/06 1 Csh
3 000-0001 0 4002900 07/06 1 Csh
4 012-3456 0 4000800 12/17 123 Csh
5 480-2311 0 5000500 01/22 ANDERSON/MIKE Chg
6 777-8888 0 5000600 01/22 333 West Street Csh

The cursor is positioned at **L# <Ent>=Select**. Using normal scrolling/selecting procedures, select the desired transaction. Go to Step 27.

25 If you selected **2** to scroll/select by customer, the computer displays:

```
CS04090         Rental Recall           DIM99 DATA                Date mm/dd/yy

Select Customer (Name or Number):

                                <UpA> = Search
                                <DnA> = Change Search Store #:   0    (0=All)









    Previous Transaction         0     Total         .00   Change         .00
```

Using normal customer selection procedures, enter or search for the desired customer. This routine searches for all customers, whether or not they have any rental orders. After you select the desired customer, the computer displays a list of rental orders in customer number order. For example:

```
CS04090         Rental Recall           DIM99 DATA                Date mm/dd/yy


 <Ent>=Select  <UpA or DownA>=Scroll   (.)=Page Down  (,)=Page Up   <Esc>=Exit
 L# <Ent> = Select

L#   Customer #   Trans #  Date   Customer Name/Ship To        Cust P.O.   Type

 1      1.000     4000800 12/17 123                                          Csh
 2      1.000     4002100 03/04 1                                            Csh
 3      1.000     4002500 03/30 1                                            Csh
 4      1.000     4002600 07/06 12                                           Csh
 5      1.000     4002601 07/06 12                                           Csh
 6      1.000     4002700 07/06 1                                            Csh
 7      1.000     4002701 07/06 1                                            Csh
 8      1.000     4002800 07/06 1                                            Csh
 9      1.000     4002801 07/06 1                                            Csh
10      1.000     4002900 07/06 1                                            Csh
11      1.000     4002901 07/06 1                                            Csh
12      1.000     4003000 07/06 1                                            Csh
13      1.000     4003001 07/06 1                                            Csh
14      1.000     4003100 07/06 1                                            Csh
15      1.000     4003101 07/06 1                                            Csh
```

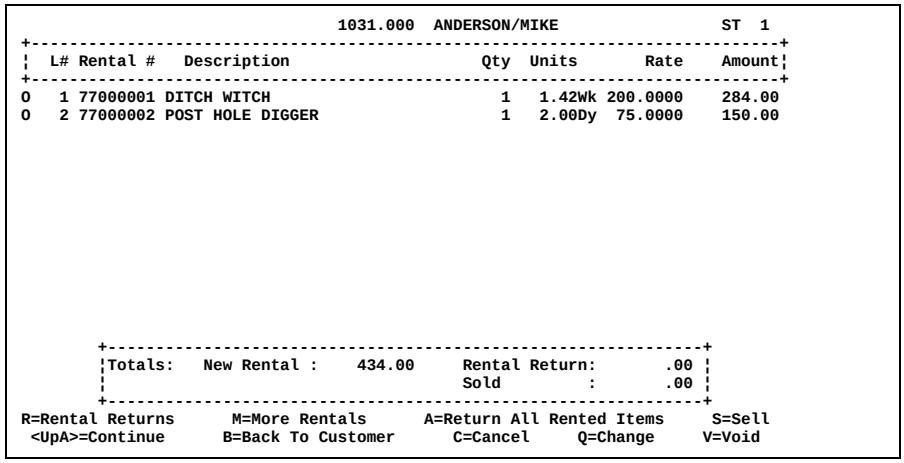
The cursor is positioned at **L# <Ent>=Select**. Using normal scrolling/selecting procedures, select the desired transaction. Go to Step 27.

26 If you selected **3** to select by transaction number, the computer displays:

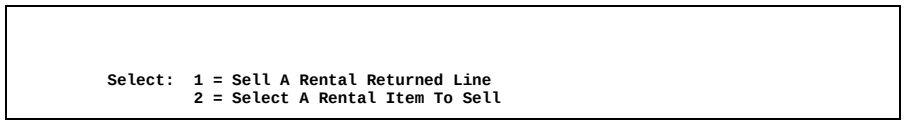
```
CS04090         Rental Recall           DIM99 DATA                Date mm/dd/yy


                  +-----------------------------------+
                  |  1. Scroll/Select by Phone Number |
                  |                                   |
                  |  2. Scroll/Select by Customer     |
                  |                                   |
                  |  3. Select by Transaction  Number |          0
                  +-----------------------------------+









Enter Transaction Number
```

If you know the exact rental order number you wish to view, enter it here. Enter it without the decimal. For example, if the transaction number is 50005.00, enter **5000500**. Continue to Step 27.

27 Once you have selected a rental order by any of the three methods, the computer displays it. For example:

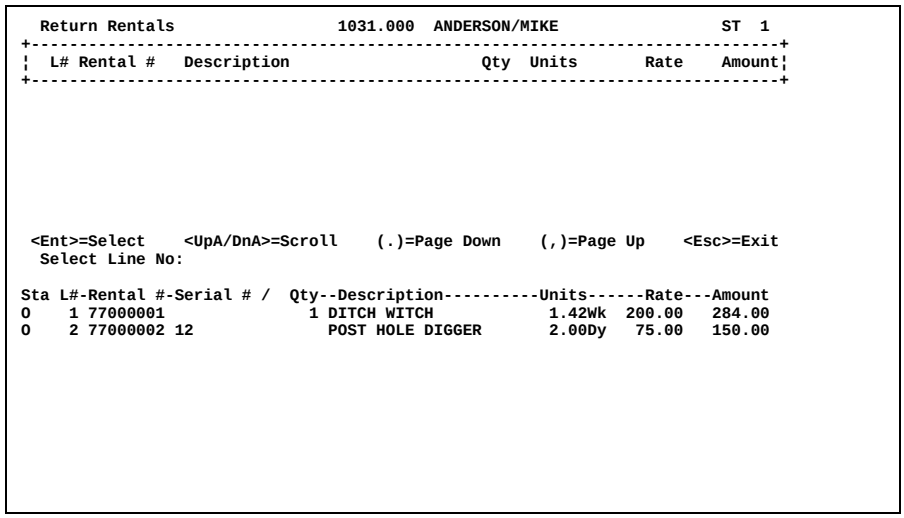

1031.000 ANDERSON/MIKE ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH 1 1.42Wk 200.0000 284.00
2 77000002 POST HOLE DIGGER 1 2.00Dy 75.0000 150.00
Totals: New Rental : 434.00 Rental Return: .00
Sold : .00
R=Rental Returns M=More Rentals A=Return All Rented Items S=Sell
<UpA>=Continue B=Back To Customer C=Cancel Q=Change V=Void

The options listed at the bottom of the screen are the same as described in Step 18. At this point, select **R** for **Rental Returns** if this customer is returning the rental item. Or if any of the lines have been returned and you select the **Sell** option, the computer asks the following:



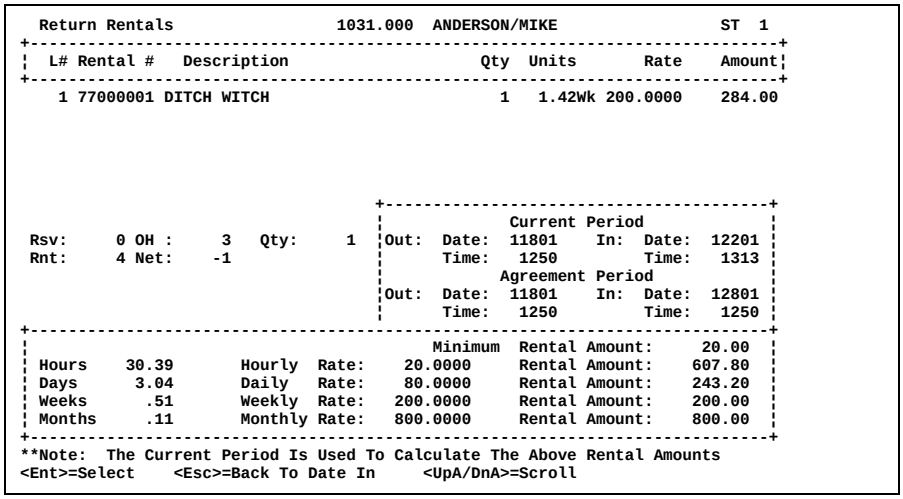
Option 1 takes cycle bills and the amount invoiced on the transaction and credits a portion of the remaining rent to calculate the price. Option 2 allows you to select a rental item that is not already on the transaction to sell.

28 The computer allows you to select the line number of the item being returned. It displays:


Return Rentals 1031.000 ANDERSON/MIKE ST 1
L# Rental # Description Qty Units Rate Amount
<Ent>=Select <UpA/DnA>=Scroll (.)=Page Down (,)=Page Up <Esc>=Exit
Select Line No:
Sta L#-Rental #-Serial # / Qty--Description----------Units------Rate---Amount
1 77000001 1 DITCH WITCH 1.42Wk 200.00 284.00
2 77000002 12 POST HOLE DIGGER 2.00Dy 75.00 150.00

Using normal scroll/select procedures, select the line showing the item being returned.

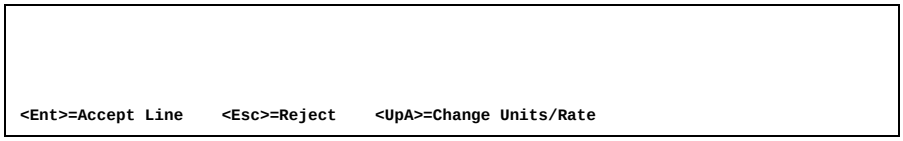
29 The computer displays the selected item. For example:


Return Rentals 1031.000 ANDERSON/MIKE ST 1
L# Rental # Description Qty Units Rate Amount
1 77000001 DITCH WITCH 1 1.42Wk 200.0000 284.00
Current Period
Rsv: 0 OH : 3 Qty: 1
Out: Date: 11801 In: Date: 12201
Rnt: 4 Net: -1
Time: 1250 Time: 1313
Agreement Period
Out: Date: 11801 In: Date: 12801
Time: 1250 Time: 1250
Minimum Rental Amount: 20.00
Hours 30.39 Hourly Rate: 20.0000 Rental Amount: 607.80
Days 3.04 Daily Rate: 80.0000 Rental Amount: 243.20
Weeks .51 Weekly Rate: 200.0000 Rental Amount: 200.00
Months .11 Monthly Rate: 800.0000 Rental Amount: 800.00
**Note: The Current Period Is Used To Calculate The Above Rental Amounts
<Ent>=Select <Esc>=Back To Date In <UpA/DnA>=Scroll

The computer highlights the rental amount according to the dates and times shown in the **Current Period** box. If there were any cycle billings, the computer calculates the invoice amount for the time between the last cycle bill and the current date and time only. Enter one of the following options:

<Ent>=Select	Press **Enter** to select this item. Go on to Step 30.
<Esc>=Back To Date In	Press **Esc** to change the **Date In**. The cursor moves to the **Current Period** box and allows you to enter a new date and time in. The computer recalculates the rental amount according to the new date/time.
<UpA/DnA>=Scroll	Press the up or down arrow to scroll through the rental rates. When the desired rental rate is highlighted, press **Enter** to select it. Go on to Step 30.

30 Then the computer allows you accept or reject the line:

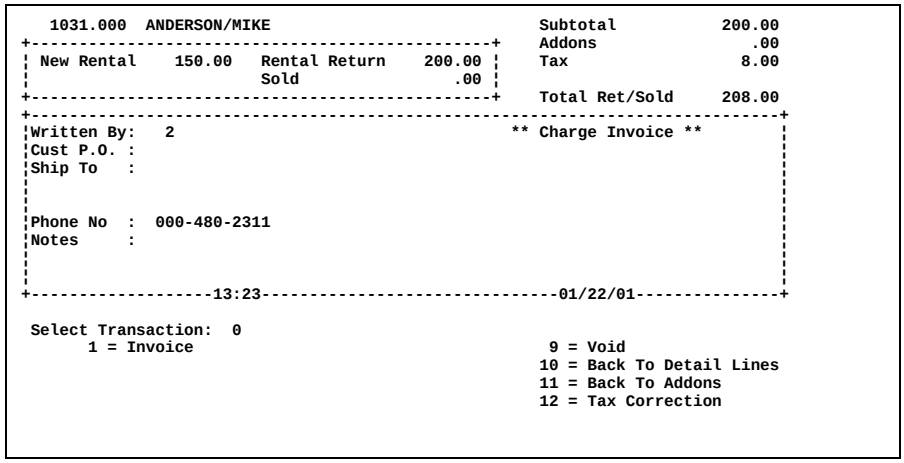


The options listed at the bottom of the screen are the same as described in Step 15. If the line is correct, press **Enter** to accept it.

31 Then you can select another line to return. When done, press **Esc** at **Select Line No.**

32 You are returned to the options in Step 27. When done, press the up arrow to continue to the back page of the transaction.

33 The computer displays the back page information. For example:



Enter one of the following options:

1=Invoice — Enter **1** to accept the rental return and print the invoice for the rental fee. For charge transactions, go to Step 35. For cash transactions, enter the payment method and amount in Step 34.

4=Change Order — (Appears if the order was changed). Enter **4** to change any of the ribbon area information (**Written By**, **Cust P.O.**, etc.).

9=Void — Enter **9** to void any changes to the recalled rental order. The computer asks:

Y = Void this transaction. Does not print a ticket. The day end update deletes all voided transactions. The computer ends this transaction and returns to the **Rental Entry Menu** (Step 2).

N = Do not void this transaction. Return to **Select Transaction**. You can go back to the detail lines or change the **Written By** or payment information if needed.

10=Back to Detail Lines — Enter **10** to go back to the detail lines in Step 27 to make more changes if needed.

11=Back to Addons — Enter **11** to go to the addon information to make changes if needed.

12=Tax Correction — Enter **12** to go to the standard tax correction procedure to make more changes if needed.

34 If you are working with a cash customer, the computer asks you to enter the payment method and amount. For example:

```
Select Payment Method:
                          5 = PAY 5                 9 = PAY 9
1 = Cash                  6 = PAY 6                10 = PAY 10
2 = Check                 7 = PAY 7
3 = PAY 3                 8 = PAY 8
4 = PAY 4                                  Prev. Deposit         .00
    Remaining       86.52                  Balance Due         86.52
```

Using normal procedures, select the payment method and amount for this transaction.

35 The cursor moves to the ribbon area information, **Written By.** You can change any of this information if needed. Or press **Tab** through each field to leave unchanged.

36 Finally the computer allows you to accept and print the transaction:

```
<Ent>=Accept       <Esc>=Select       P=Alternate Printer
```

See Step 22 for these options to end the transaction.

37 If there are items remaining on the transaction that have not been returned, the computer also asks:

```
Reprint Order? (Y/N)
```

Enter **Y** to reprint the order with the changes. Or enter **N** to not reprint the order.

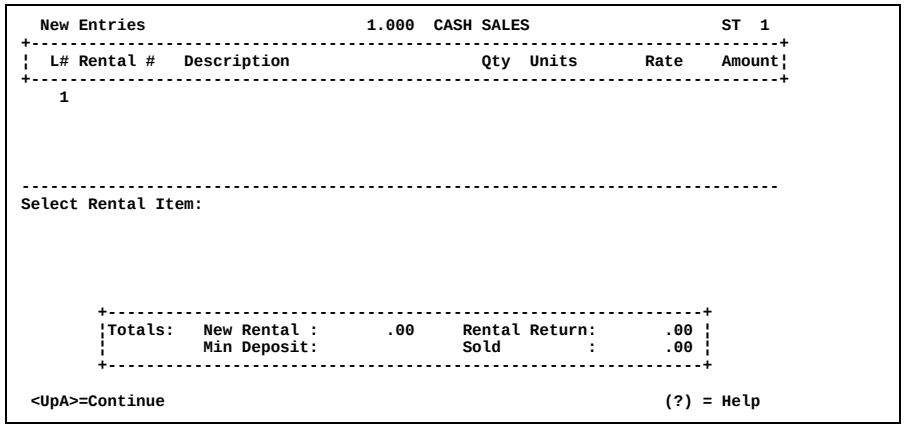
Steps 38-43 describe option 6, Copy Invoice/Return.

38 This procedure allows you to create a credit from an existing rental transaction. You must know the invoice or return transaction number you wish to copy before beginning this procedure. If you selected **6** for **Copy Invoice/Return**, the computer displays:

```
CS04090     Copy Invoice Return         DIM99 DATA               Date mm/dd/yy


                                Enter Transaction Number
```

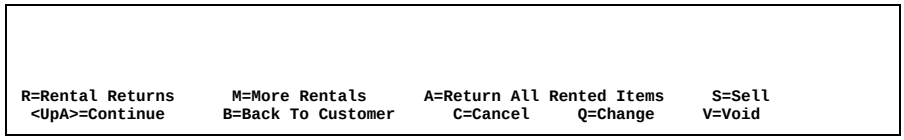
Enter the rental invoice or return transaction number. Enter it without the decimal. For example, if the transaction number is 50005.00, enter **5000500**. You can copy invoices and rentals only, not orders.

39 The computer displays the selected transaction. For example:


New Entries 1.000 CASH SALES ST 1
L# Rental # Description Qty Units Rate Amount
1
Select Rental Item:
Totals: New Rental : .00 Rental Return: .00
Min Deposit: Sold : .00
<UpA>=Continue (?) = Help

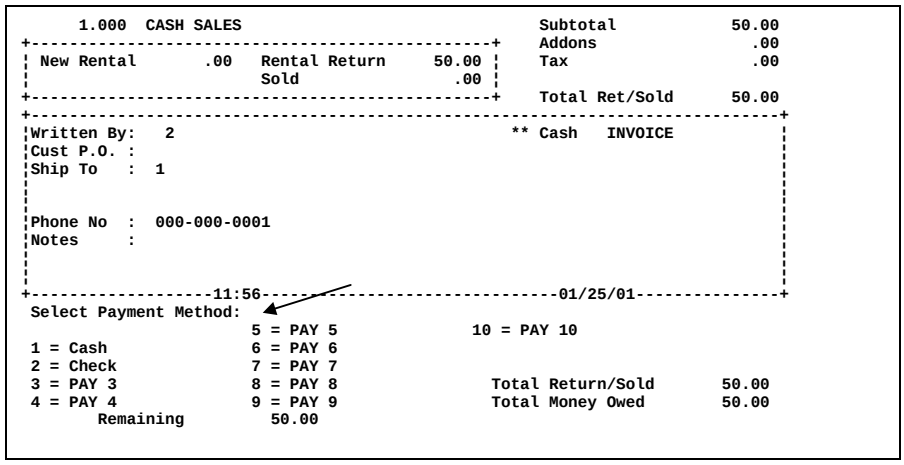
The cursor is positioned at **Select Rental Item**. Press the up arrow to continue without adding any items to the transaction.

40 The computer displays the following options:



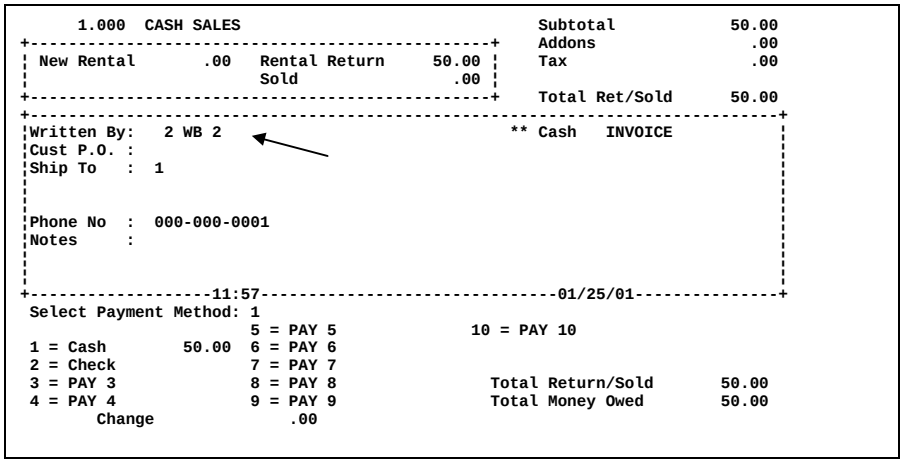
Press the up arrow again to continue without changing the items on the transaction.

41 The computer displays the back screen of the transaction. If this is a <u>charge</u> transaction (charge customer), go to Step 42. If this is a <u>cash</u> transaction (cash customer), the computer displays:

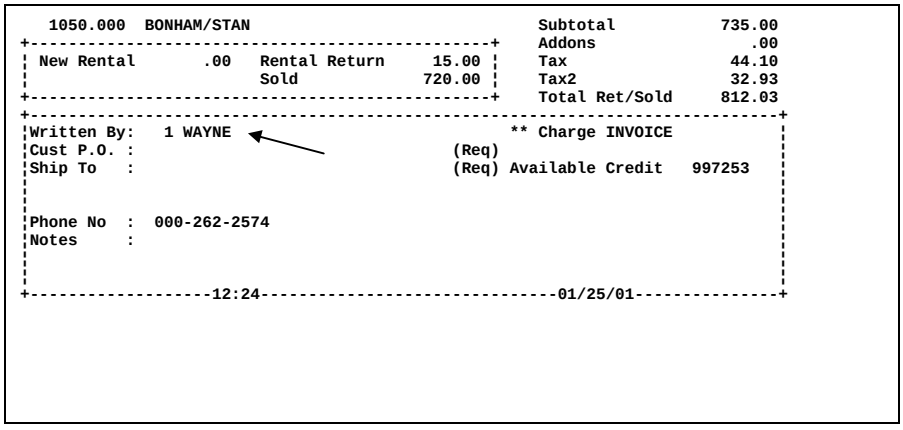


Since you are most likely creating a credit for this customer, enter the payment method you wish to use for crediting the customer. The cursor moves to the selected payment method and asks for the payment amount as in normal POS cash processing. Enter the credit amount paid by that method or press the up arrow to accept the amount remaining displayed at the bottom of the screen.

42 Then the computer displays (cash transaction):



Or charge transaction:



Enter the ribbon area information (**Written By**, **Cust P.O.**, etc.) for this new credit transaction as explained in Step 21.

43 Then the computer allows you to accept and print the transaction. It displays at the bottom of the screen:

Enter one of the following options:

<Ent>=Accept Press **Enter** to accept the transaction and proceed to print it. The transaction is assigned a new transaction number and is printed according to the Variable File setup (Printer Assignments in System Manager controls which printer is used as the default and the Rental Options in the Rental Variable File defines which print program is used). The transaction is updated to the proper files. You are returned to **Select Customer**. The transaction number and sale amount remain on the screen.

<Esc>=Select

Press **Esc** to select another option or correct any errors. It is much easier to correct errors at this point than after the ticket is accepted, printed, and updated. The computer displays the following options for cash transactions:

```
Select Option:       1
        1 = Invoice                          9 = Void
        2 = Return (Credit)                 10 = Back To Detail Lines
                                            11 = Back To Addons
                                            12 = Tax Correction
```

And these for charge transactions:

```
Select Option:       1
       1 = Invoice                          9 = Void
       2 = Return (Credit)                 10 = Back To Detail Lines
                                           11 = Back To Addons
       8 = Change To/Fr Cash               12 = Tax Correction
```

1=Invoice

Enter **1** to make this transaction a new invoice with a new transaction number.

2=Return (Credit)

Enter **2** to make this transaction a credit, making all quantities and amounts on the transaction negative numbers. The transaction will be assigned a new transaction number.

8=Change To/Fr Cash

(Charge transaction only). Enter **8** to change this transaction from charge to cash. The sales analysis information is recorded in the customer's account but it is treated as a cash rental. The computer displays the status change in the ribbon area box **(**Charge Changed to Cash**). This transaction is now treated as cash, which requires you to enter deposit information. Go back to Step 19.

9=Void

Enter **9** to void this transaction. The computer asks:

```
Void? (Y/N)
```

Y = Void this transaction. Does not print a ticket. The day end update deletes all voided transactions. The computer ends this transaction and returns to the **Rental Entry Menu** (Step 3).

N = Do not void this transaction. Return to **Select Option**. You can go back to the detail lines or change the ribbon area information if needed.

10=Back to Detail Lines
Enter **10** to go back to the detail lines (Step 40) to make any changes to the transaction before accepting and printing it.

11=Back to Addons
Enter **11** to go to the addons screen to make any changes to the addons before accepting and printing the transaction (normal POS addons procedure).

12=Tax Correction
Enter **12** to go to the tax correction procedure as in normal POS processing to make any changes to the tax before accepting and printing the transaction.

P=Alternate Printer This option allows you to print the ticket on an alternate printer if the default printer is busy. Use normal print procedures for alternate printers.

Steps 44-47 describe option 7, Reprint Invoice/Return.

44 This procedure allows you to reprint a rental invoice or return without creating a new transaction. You must know the invoice or return transaction number you wish to reprint before beginning this procedure. If you selected **7** for **Reprint Invoice/Return**, the computer displays:

```
CS04090        Reprint Invoice          DIM99 DATA                Date mm/dd/yy

                                  Enter Reprint Code
```

Enter the reprint code (1 character). It will not be displayed after you enter it. If you enter an incorrect code, the computer displays:

Sorry, You Do Not Have Authority to Reprint Tickets

Press **Enter** to acknowledge this message. Refer to the system manager for the proper code.

45 If you entered a valid reprint code, the computer continues by asking for the transaction number:

```
CS04090        Reprint Invoice          DIM99 DATA                Date mm/dd/yy


                                  Enter Reprint Code
                                  Enter Transaction Number        0
```

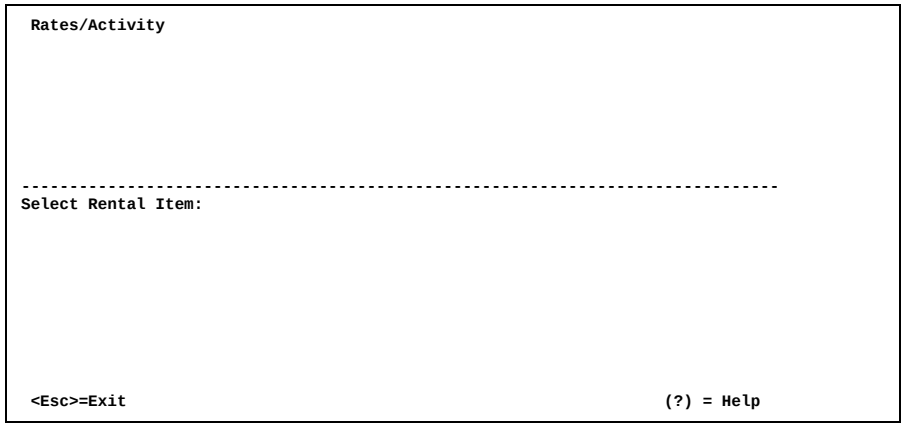
Enter the transaction number (invoice or return only) to reprint. . Enter it without the decimal. For example, if the transaction number is 50005.01, enter **5000501**.

46 If you entered a valid transaction number, the computer begins immediately to print the transaction to the default printer. YOU DO NOT HAVE THE OPTION TO REPRINT A RENTAL TRANSACTION TO AN ALTERNATE PRINTER.

47 You are returned to Step 45 to reprint another transaction or press **Esc** to end this procedure and return to the previous menu.

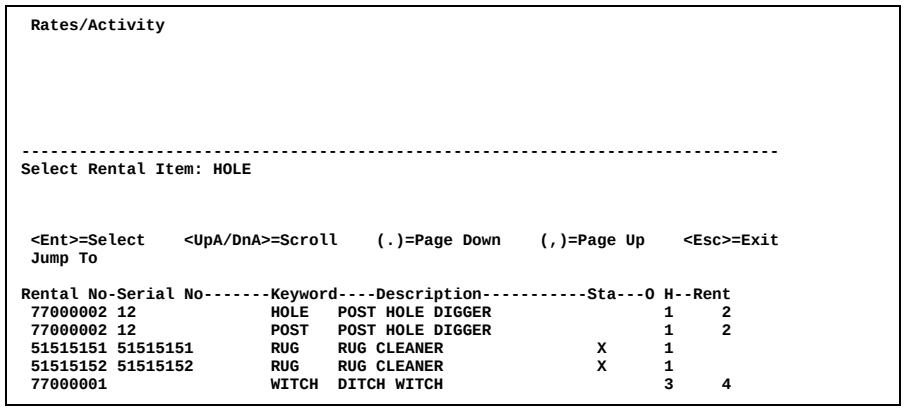
Steps 48-50 describe option 9, Rental Rates/Activity.

48 Use this procedure to view the rates and/or activity for any selected rental item. If you selected **9** for **Rental Rates/Activity**, the computer displays the standard rental item selection routine:



Enter the rental item you wish to view. You can enter the rental item number or a keyword. Or press **Esc** to end this procedure and return to the previous menu.

49 The computer displays a list of rental items and the standard scroll/select options:


Rates/Activity
Select Rental Item: HOLE
<Ent>=Select <UpA/DnA>=Scroll (.)=Page Down (,)=Page Up <Esc>=Exit
Jump To
Rental No-Serial No-------Keyword----Description-----------Sta---O H--Rent
77000002 12 HOLE POST HOLE DIGGER 1 2
77000002 12 POST POST HOLE DIGGER 1 2
51515151 51515151 RUG RUG CLEANER X 1
51515152 51515152 RUG RUG CLEANER X 1
77000001 WITCH DITCH WITCH 3 4

Select the desired item using normal selection procedures.

50 The computer displays the selected item and the following information for non-serial number items:

```
 Rates/Activity

      77000001 DITCH WITCH


-------------------------------------------------------------------------------
 Rsv:     0 OH :     3   Qty:     1   Out:  Date:      0    In:  Date:      0
 Rnt:     4 Net:    -1                     Time:      0         Time:      0


+-----------------------------------------------------------------------------+
¦                                      Minimum  Rental Amount:     20.00  ¦
¦ Hours      .00       Hourly  Rate:    20.0000     Rental Amount:       .00  ¦
¦ Days       .00       Daily   Rate:    80.0000     Rental Amount:       .00  ¦
¦ Weeks      .00       Weekly  Rate:   200.0000     Rental Amount:       .00  ¦
¦ Months     .00       Monthly Rate:   800.0000     Rental Amount:       .00  ¦
+-----------------------------------------------------------------------------+
                                          <Tab>=Display Rental Activity
Enter Quantity              <Esc>=Reject      <UpA>=Calculate Rent Amount
```

Or for serial number items:

```
 Rates/Activity

      77000002 POST HOLE DIGGER


-------------------------------------------------------------------------------
 Sn: 12                              Out:  Date:  12201    In:  Date:      0
                                           Time:      0         Time:      0

+-----------------------------------------------------------------------------+
¦                                      Minimum  Rental Amount:     20.00  ¦
¦ Hours      .00       Hourly  Rate:    20.0000     Rental Amount:       .00  ¦
¦ Days       .00       Daily   Rate:    75.0000     Rental Amount:       .00  ¦
¦ Weeks      .00       Weekly  Rate:   250.0000     Rental Amount:       .00  ¦
¦ Months     .00       Monthly Rate:   700.0000     Rental Amount:       .00  ¦
+-----------------------------------------------------------------------------+
 #Days<Ret>=Add #Days    #<UpA>=View Calendar    <Tab>=Display Rental Activity
Enter Date Out(mmddyy)       <Esc>=Reject      <UpA>=Calculate Rent Amount
```

The cursor is positioned at either **Qty** or **Out: Date**. Enter one of the following options:

Enter a quantity (for non-serial number items) — The computer calculates the rental rate based the quantity and date/time range entered next.

Enter a date/time range — The computer calculates the rental rate based on the date/time range and displays it. For example:

```
Rates/Activity

      77000002 POST HOLE DIGGER


-------------------------------------------------------------------------------
 Sn: 12                                 Out:  Date:  12201    In:  Date:  12401
                                              Time:   1608         Time:   1608


+-----------------------------------------------------------------------------+
¦                                         Minimum  Rental Amount:     20.00  ¦
¦ Hours    20.00       Hourly  Rate:    20.0000     Rental Amount:    400.00  ¦
¦ Days      2.00       Daily   Rate:    75.0000     Rental Amount:    150.00  ¦
¦ Weeks      .33       Weekly  Rate:   250.0000     Rental Amount:    250.00  ¦
¦ Months     .07       Monthly Rate:   700.0000     Rental Amount:    700.00  ¦
+-----------------------------------------------------------------------------+

<Ent>=Exit      <Esc>=Back To Date Out    <UpA/DnA>=Scroll
```

Press **Enter** to exit this screen and return to **Select Rental Item** (Step 48). Or press **Esc** to go back to **Out: Date**. Or press the up or down arrow to scroll through the rates.

<Tab>=Display Rental Activity Press **Tab** to view the rental activity. For example:

```
 Rates/Activity


      77000002 POST HOLE DIGGER


--------------------------------------------------------------------------------
Rental Activity:
------ Out -----  ------ In ------    Qty   Trans #   Name
Mon-22 Jan 10:54  Thr-25 Jan 10:54      1   5000600 333 West Street
Mon-22 Jan 13:11  Wed-24 Jan 13:11      1   5000500 ANDERSON/MIKE
Mon-22 Jan 13:11  Wed-24 Jan 13:11      1   5000501 ANDERSON/MIKE


<Ent> = Continue                                          <Esc> = Exit
```

Press **Enter** or **Esc** to return to **Qty** or **Out:Date**.

<Esc>=Reject Press **Esc** to end this procedure and return to the **Select Rental Item** (Step 48).

Steps 51-53 describe option 10, Rental Activity.

51 Use this procedure to view the rental activity for any selected rental item. If you selected **10** for **Rental Activity**, the computer displays the standard rental item selection routine:

```
CS04090A        Rental Activity         DIM99 DATA                Date mm/dd/yy
Rev7:0:51                                                         Port  37
                                                                  01

--------------------------------------------------------------------------------
Select Rental Item:




 <Esc>=Exit                                                       ? = Help
```

Enter the rental item you wish to view. You can enter the rental item number or a keyword. Or press **Esc** to end this procedure and return to the previous menu.

52 The computer displays a list of rental items and the standard scroll/select options:

```
CS04090A        Rental Activity         DIM99 DATA                Date mm/dd/yy
Rev7:0:51                                                         Port  37
                                                                  01


--------------------------------------------------------------------------------
Select Rental Item: DITCH


 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
 Jump To

Rental No-Serial No-------Keyword----Description-----------Sta---O H--Rent
 77000001                 DITCH  DITCH WITCH                    3     4
 77000002 12              HOLE   POST HOLE DIGGER              1     2
 77000002 12              POST   POST HOLE DIGGER              1     2
 51515151 51515151        RUG    RUG CLEANER             X     1
 51515152 51515152        RUG    RUG CLEANER             X     1
```

Select the desired item using normal selection procedures.

53 The computer displays the selected item and the following information for non-serial number items:

```
CS04090A        Rental Activity         DIM99 DATA                Date mm/dd/yy
Rev7:0:51                                                         Port  37
                                                                  01

      77000001 DITCH WITCH



--------------------------------------------------------------------------------
Rental Activity:
------ Out -----  ------ In ------    Qty   Trans #   Name
Thr-17 Dec 09:06  Fri-18 Dec 09:06      1   4000800 123
Tue-30 Mar 08:03  Wed-31 Mar 08:03      1   4002500 1
Fri-02 Jul 13:16  Mon-05 Jul 13:16      1   4002800 1
Thr-18 Jan 13:51  Mon-22 Jan 13:51      1   5000700 BONHAN/ROGER




<Ent> = Continue                                          <Esc> = Exit
```

Press **Enter** or **Esc** to return to **Select Rental Item** (Step 51) where you can view another item or end this procedure.

NOTES:

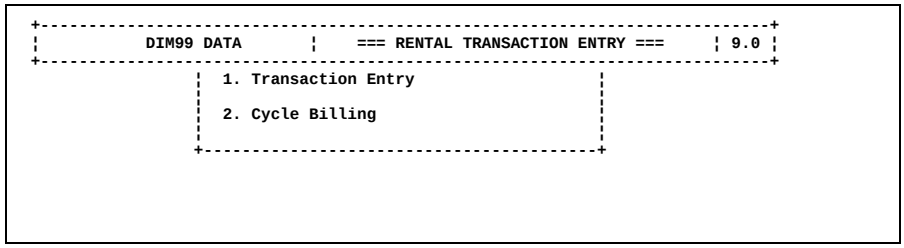
Part 1-2. Cycle Billing

PURPOSE: Cycle Billing creates monthly invoices for items that are rented for more than a month by charge customers. It creates an invoice on the customer's account and tracks the amount invoiced by this program on the original order. Invoices are created every month, the first being created one month from the original order. When the customer returns the item, the final rental fee is calculated for the amount of time since the last cycle bill.

This program may be set up to run as part of the day end project or you may choose to run it manually during the day. The program reads through the Rental Sales Master File (RSM0.D) for all stores, comparing the last billing date to the current date for each open rental line item. If a month has passed (based on how the month is defined in the Variable File settings), then the computer creates an invoice for that order. The invoices will be updated with the next rental day end update.

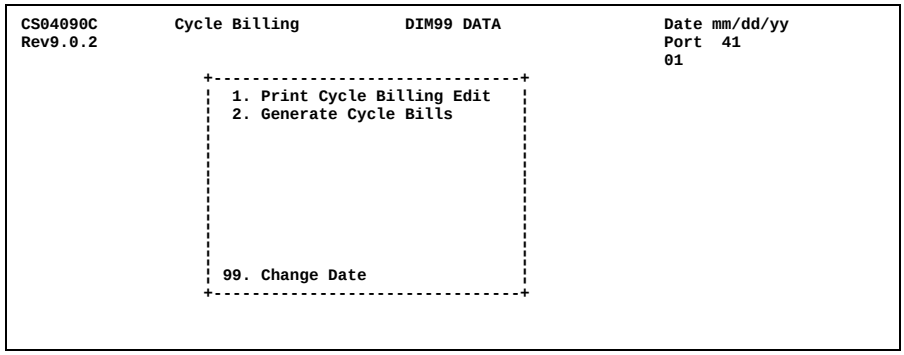
1 From the **Rentals Menu**, select **1** for **Rental Transaction Entry**.

2 The computer displays the **Rental Transaction Entry Menu:**



Select **2** for **Cycle Billing.**

3 The computer displays:



Select **1** for **Print Cycle Billing Edit.**

4 The computer displays the following print routine:

Print the edit list to review the accounts prior to generating the cycle bills. It must be printed to a printer, most likely a plain paper printer. You do not have the option of printing it to the terminal screen.

5 After printing, the computer displays a message showing how many cycle bills will be generated. For example:

```
CS04090C        Cycle Billing           DIM99 DATA                Date mm/dd/yy
Rev9.0.2                                                          Port  41




Cycle Bills for all stores will be generated - A single store cannot be selected


Now printing Cycle Billing Edit List for Bill:



 End of Cycle Billing Edit List.   Total Billings: 10        E=End
```

Press **Enter** to acknowledge this message and return to the previous screen (Step 3).

6 If the edit list is correct, select **2** for **Generate Cycle Bills.**

7 The computer displays the same print routine as for the edit list:

```


Select Printer (0=Slave, 2-99=Port No):         Port No <UpA> = Search Port No
```

Select a printer loaded with transaction forms. These must be printed to a printer. You do not have the option of printing them to the terminal screen.

8 After printing, the computer displays a message showing how many cycle bills were generated. For example:

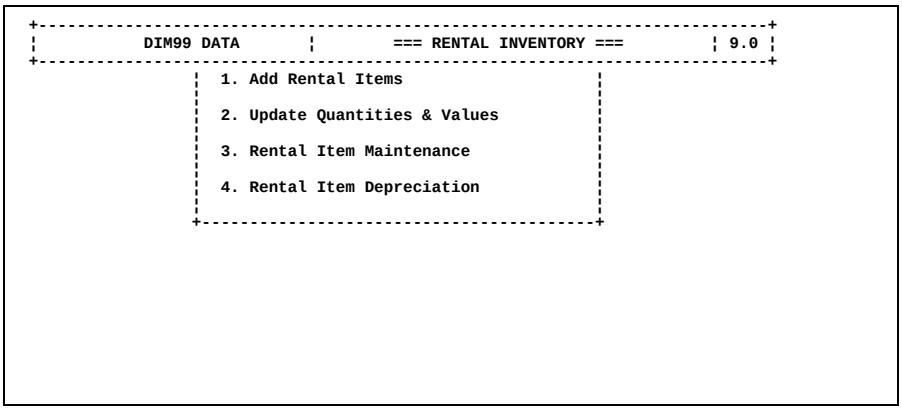
```
CS04090C        Cycle Billing           DIM99 DATA                Date mm/dd/yy
Rev9.0.2                                                          Port  41




Cycle Bills for all stores will be generated - A single store cannot be selected


Now printing and updating Cycle Bill:



 End of Cycle Billing print and update.   Total Billings: 10       E=End
```

Press **Enter** to acknowledge this message and return to the previous screen where you can press **Esc** to end this procedure.

NOTES:

Part 2. Rental Inventory Maintenance

Use this part to maintain rental items by adding items to the Rental Inventory File RIM1.D, updating quantities and values, changing the status to **Maintenance** when an item goes in for routine maintenance or repairs and then back to **Available** when it becomes available for rental again, and calculating depreciation on rental items. When you select **2** for **Rental Inventory Maintenance** from the **Rentals Menu**, the following menu is displayed:



The following pages explain each of these options.

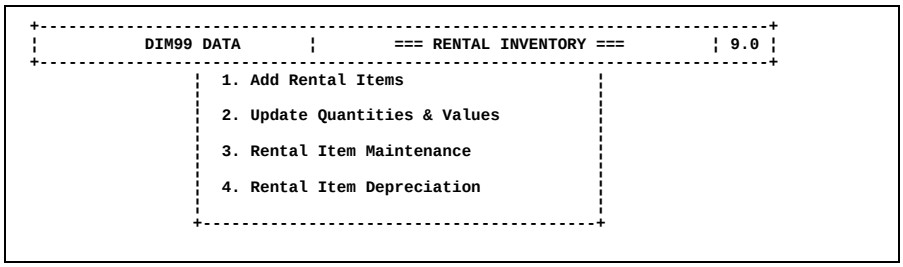
Part 2-1. Add Rental Items

PURPOSE: Use this program to add items to the Rental Inventory File, RIM1.D, to be used in rental transaction entry. You can also use this program to maintain the item record if necessary.

PROCEDURE:

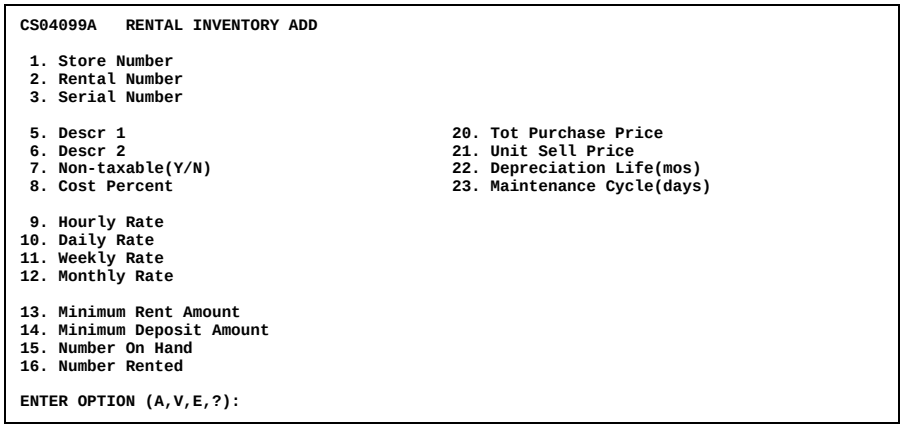
1 From the **Rentals Menu**, select **2** for **Rental Inventory Maintenance**.

2 The computer displays the **Rental Inventory Maintenance Menu**:



Select **1** for **Add Rental Items.**

3 The computer displays:



The cursor is positioned at **ENTER OPTION (A,V,E,?)** . Enter **A** to add new items. Or to change existing items, enter **V** to view the item first and then select **C** to change. These instructions explain the add function.

4 The cursor moves to the first field, **1. Store Number**. Enter the following fields for each item you wish to add to the Rental Inventory File:

1. Store Number — Enter the store number for the item.

2. Rental Number — Enter the item number for the rental item, up to 8 digits. Refer to "Getting Inventory Started" (Chapter 5) in the *Getting Started User Manual* for more information on numbering items. Rental items use the same Variable File information for as standard inventory items. Do not combine rental items and standard inventory items in the same group number because the General Ledger accounts for the asset posting for sales need to be different.

3. Serial Number — Enter the serial number for this rental item, up to 15 alpha-numeric characters. The computer displays the serial number in the search routine in **Rental Transaction Entry**. This field may be left blank if there is no serial number for the item.

5. Descr 1
6. Descr 2 — Enter the item description in these two fields, up to 21 alpha-numeric characters in each. The computer displays both descriptions on the screen after you select the item in **Rental Transaction Entry**. However the computer uses only **Descr 1** to print on the transaction and to build the keyword index.

7. Non-Taxable (Y/N) — Enter **Y** if the item is non-taxable. Enter **N** (or leave blank) if the item is taxable. Tax calculations are based on item and customer tax code setups. If either the item or the customer is non-taxable, no tax will be calculated.

8. Cost Percent — Enter the percentage to use in **Rental Transaction Entry** for calculating the rental cost and the selling cost (**99999.99**). If this field is **0** (zero), the computer calculates the cost as **0**.

9. Hourly Rate
10. Daily Rate
11. Weekly Rate
12. Monthly Rate — Enter the rates to use in **Rental Transaction Entry** for each of these time increments (**9999.9999**). These rates may be changed in the entry program if necessary.

13. Minimum Rent Amount — Enter the minimum dollar amount to be used for any rental fee that is calculated for less than this amount at **Rental Transaction Entry** (**99999.99**).

14. Minimum Deposit Amount — Enter the minimum deposit amount for this item for cash transactions (**99999.99**). The computer displays a running total of all items' minimum deposit amounts on the back screen of the rental transaction.

15. Number On Hand
16. Number Rented — These fields are used for non-serial number items only. You may leave these fields blank if you use the Receive Rental Inventory program that will update it automatically. **Number On Hand** is the quantity owned. When an item is sold, **Number On Hand** is reduced. **Number Rented** is the quantity on outstanding orders (updated by the Rental Transaction Entry program).

20. Tot Purchase Price — For serial number items, enter the purchase price. You may leave this field blank if you use the Receive Rental Inventory program that will update it automatically. For non-serial number items, enter the extended cost of the item.

21. Unit Sell Price — Enter the recommended selling price (per unit) for this item (**99999999.99**)

22. Depreciation Life (mos) Enter the number of months to be used in the depreciation expense calculation (**99999**).

23. Maintenance Cycle (days) Enter the number of days for the maintenance cycle for this item (**9999**). This is used on the Rental Maintenance report and in the Rental Item Maintenance program.

5 You are returned to the first field, **Store Number**. You can enter another rental item (go back to Step 4) or end this procedure by pressing **Esc**. Then enter **E** to end this program and return to the previous menu.

NOTES:

Part 2-2. Update Quantities & Values

PURPOSE: Use this program to add quantities and value to items in the Rental Inventory File (RIM1.D) for items without serial numbers. You can load dollar value on new items or add more quantities and dollar values to existing items. The item's unit cost is recalculated based on the information entered in this program. You can adjust quantities using positive or negative numbers.

NOTE: This program updates values to the Rental Inventory File only, not to the General Ledger. Those values would normally be posted to the General Ledger through an Accounts Payable procedure, **Enter Invoices**.

PROCEDURE:

1 From the **Rentals Inventory Maintenance Menu**, select **2** for **Update Quantities & Values**.

2 The computer displays:

```
CS04099B Update Quantities & Values      DIM99 DATA              Date mm/dd/yy
Rev8:0:0                                                         Port  37
                                                                 Store 01
#1


+-------------------------------------------------------------------------------+
¦------- Current --------   ------- Received -------   --------- New ----------¦
¦Quantity:                  Quantity:                  Quantity:                ¦
¦Unit Cost:                 Unit Cost:                 Unit Cost:               ¦
¦Purchase Amt:              Purchase Amt:              Purchase Amt:            ¦
+-------------------------------------------------------------------------------+
Select Rental Item:




 <Esc>=Exit          <DnA>=Change Store                          (?) = Help
```

The cursor is positioned at **Select Rental Item**. Enter one of the following options:

Enter a rental item number — Enter the actual rental item number and press **Enter**. The search starts with the first encounter with the item number. Continue to Step 3.

Enter a keyword — Enter a word from the rental item's description and press **Enter**. The search starts with the first encounter of the keyword. This is case-sensitive. Continue to Step 3.

<DnA>=Change Store — Press the down arrow to change the store number. The computer asks:

```
Enter New Store
```

Enter the store number from which you wish to search for rental items. You are returned to **Select Rental Item**.

(?)=Help Enter **?** and press **Enter** for help with this field. The computer displays the following options:

```
+-------------------------------------+
| Numeric # <Ent>  =  Rental # Scroll |
| Alpha   # <Ent>  =  Keyword  Scroll |
| <DnA> ---------  =  Change Store    |
| <Esc> ---------  =  Exit Program    |
+-------------------------------------+
```

This box shows you all the options you can do at **Select Rental Item:**

Numeric # <Ent> Enter some numeric data such as an item number and press **Enter** to scroll through the Rental Inventory File in item number order.

Alpha # <Ent> Enter some alphabetic characters such as part of the item description and press **Enter** to scroll through the Rental Inventory File in keyword order.

<DnA> Press the down arrow to change the store number.

<Esc> Press **Esc** to exit this program and go back to the previous menu.

<Esc>=Exit Press **Esc** to exit this program and go back to the previous menu.

3 Once you are in the search mode, you have the standard tools to search for other rental items:

```
<Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
Jump To
```

The cursor is positioned at **Jump To**. The first item on the list is highlighted. Select the item using the standard search/select tools. Be sure to press **Enter** when the desired item is highlighted.

4 After you select an item, the computer displays it. For example:

```
CS04099B Update Quantities & Values      DIM99 DATA              Date mm/dd/yy
Rev8:0:0                                                         Port  37
                                                                 Store 01
#1
77000001    DITCH WITCH


+-------------------------------------------------------------------------------+
|------- Current --------   ------- Received -------   --------- New ----------|
|Quantity:              3   Quantity:              0   Quantity:                |
|Unit Cost:      511.3333   Unit Cost:                  Unit Cost:              |
|Purchase Amt:    1534.00   Purchase Amt:              Purchase Amt:           |
+-------------------------------------------------------------------------------+




Enter Received Quantity          <Esc>=Back To Select Item
```

The computer displays the current quantity, unit cost, and purchase amount of the selected item in the **Current** column. The cursor is positioned at **Quantity** in the **Received** column. Enter one of the following options:

Enter a received quantity — If you are adding more items, enter a positive quantity. If you are reducing the number of items, enter a negative quantity.

Tab — Press **Tab** to bypass entering a quantity. Go to Step 5, **Unit Cost**.

<Esc>=Back to Select Item — Press **Esc** to go back to **Select Rental Item** (Step 2).

5 **Unit Cost:**

Enter the unit cost of the received quantity, press **Tab** to bypass entering a unit cost (go to Step 6), or press **Esc** to go back to the received quantity.

6 The computer calculates the purchase amount (quantity x unit cost) and the resulting new values (current + received amounts). For example:

```
CS04099B Update Quantities & Values      DIM99 DATA               Date mm/dd/yy
Rev8:0:0                                                          Port  42
                                                                  Store 01
#1
77000001    DITCH WITCH


+-------------------------------------------------------------------------------+
¦------- Current --------   ------- Received -------   --------- New ----------¦
¦Quantity:              3   Quantity:              2   Quantity:              5¦
¦Unit Cost:      511.3333   Unit Cost:      525.0000   Unit Cost:      516.8000¦
¦Purchase Amt:    1534.00   Purchase Amt:    1050.00   Purchase Amt:    2584.00¦
+-------------------------------------------------------------------------------+









<Ent>=Accept             <Esc>=Ignore             <UpA>=Change Input Values
```

Enter one of the following options:

<Ent>=Accept — Press **Enter** to accept the displayed quantities and values. Continue to Step 7.

<Esc>=Ignore — Press **Esc** to ignore the displayed quantities and values. Go back to Step 2 to select another rental item or end this procedure.

<UpA>=Change Input Values — Press the up arrow to change the received quantity or unit cost. Repeat Steps 4-5.

7 You are returned to Step 2 (**Select Rental Item**) where you can add quantities/values for another rental item or end this procedure.

NOTES:

Part 2-3. Rental Item Maintenance

PURPOSE: This program allows you to change the status on rental item when it is to have schedule maintenance performed such as cleaning or repairs. When a rental item is in maintenance, it is not available for rental. The system does not allow it to be selected during Rental Transaction Entry. After the maintenance is completed, change the status back to **Available** using this program and enter the dollar value used for the maintenance.

This program updates values into the Rental Inventory File (RIM1.D) but not to the General Ledger. The General Ledger entries are normally posted to the through the Accounts Payable procedure, **Enter Invoices.**

PROCEDURE:

1 From the **Rentals Inventory Maintenance Menu**, select **3** for **Rental Item Maintenance**.

2 The computer displays:

```
CS040961   Maintenance Status & Values     DIM99 DATA             Date mm/dd/yy
Rev8.1.1                                                          Port  42
                                                                  Store 01

    Store Number                     1
    Serial Number Items Only (Y/N)   Y




--------------------------------------------------------------------------------
 <Ent>=Select  <UpA/DnA>=Scroll  (.)=Page Down  (,)=Page Up  <Esc>=Change Store
 Jump To:  _______
                                                                 Last Maint
 Rental #-Serial #--------Description---------------------Status--------Date
 77000002 12              POST HOLE DIGGER                Available    53100
```

The cursor is positioned at **Jump To**. Using normal scroll/select procedures, select the rental item for which you wish to change status. Press **Enter** when the desired item is highlighted. Continue to Step 3. Or press **Esc** to go to **Store Number** if you need to change the store number or **Serial Number** Items **Only (Y/N).**

3 The computer displays:

```
CS040961   Maintenance Status & Values     DIM99 DATA             Date mm/dd/yy
Rev8.1.1                                                          Port  42
                                                                  Store 01
  Item # Serial Number   Description                           ***Maintenance***
77000002 12              POST HOLE DIGGER                        Freq      Amount
                                                          MTD    2        25.00
                                                          YTD    2        25.00
                Last Maintenance Date  53100              LTD    4        65.00
--------------------------------------------------------------------------------

           Status            Maintenance




<S-Bar> = Change Status      <Ent> = Continue
```

The information displayed in the top part of the screen comes from the Rental Inventory File (RIM1.D), showing the last maintenance date, frequency, and rates. The cursor is positioned next to **Status**, showing the current status of the item (**Maintenance** or **Available**). Enter one of the following options:

<S-Bar>=Change Status	Press the space bar to toggle the status from **Maintenance** to **Available** or vice versa. Continue to Step 4.
<Ent>=Continue	Press **Enter** to accept the displayed status. Skip to Step 7.
Esc	Press **Esc** to end this step and return to Step 2 (**Jump To**).

4 If you are changing the status from **Maintenance** to **Available**, the computer displays:

```
CS040961   Maintenance Status & Values     DIM99 DATA              Date mm/dd/yy
Rev8.1.1                                                           Port  42
                                                                   Store 01
  Item # Serial Number   Description                            ***Maintenance***
77000002 12              POST HOLE DIGGER                        Freq      Amount
                                                            MTD    2       25.00
                                                            YTD    2       25.00
                Last Maintenance Date  53100                LTD    4       65.00
--------------------------------------------------------------------------------

          Status            Available
          Maintenance Date        12401
          Maintenance Amount        .00




<S-Bar> = Change Status      <Ent> = Continue
```

The cursor is positioned next to **Status** (**Available**). Press **Enter** to accept this status. Go on to Step 5. Or press the space bar to change the status back to **Maintenance**. Go back to Step 3.

5 **Maintenance Date mm/dd/yy**

The computer displays the current system date for **Maintenance Date**. Press **Enter** to accept it or enter the actual maintenance date in the standard date format. The computer saves this date in the Rental Inventory File (RIM1.D).

6 **Maintenance Amount .00**

Enter the dollar amount used for the maintenance. The computer adds this amount to the value of the rental item.

7 The computer displays the item and asks **Save Changes (Y/N)**. Enter **Y** to accept the maintenance information and update the Rental Inventory File (RIM1.D) with the three maintenance values (MTD, YTD, LTD) and the last maintenance date. Or enter **N** to reject the changes.

8 You are returned to Step 2 (**Jump To**) where you select another rental item for status change or end this procedure.

NOTES:

Part 2-4. Rental Item Depreciation

PURPOSE: Use this program to create an edit list of rental items and their depreciation amounts. The edit list prints a depreciation amount calculated by dividing the item's purchase amount by the depreciation life. It also prints a column for the last month/year the item was updated.

Then use the update option to add the calculated depreciation amounts to the Rental Inventory File (RIM1.D). You must print the edit list prior to running the update. The program allows you to run the update no more than once a month because it increments the last depreciation date by one month each time you run the update.

This program updates values into the Rental Inventory File (RIM1.D) but not to the General Ledger. The General Ledger entries are normally posted through the General Ledger procedure, **Enter Journal Entries.**

PROCEDURE:

1 From the **Rentals Inventory Maintenance Menu**, select **4** for **Rental Item Depreciation**.

2 The computer displays:

```
CS040970   Update Depreciation Expense     DIM99 DATA            Date mm/dd/yy
Rev9.0.1                                                         Port  38
                                                                 Store 01

    1. Input Parameters
          Beginning Rental Item                 0
          Ending    Rental Item          99999999
          Store         (0=All)                 1
          Report Date  (MMDDYY)             mmddyy

    2. Print Edit List
    3. Update Depreciation Expense









Enter option       (E) = End   (1) = Input Parameters
```

Check the input parameters then enter one of the following options:

1. Input Parameters — Enter **1** to change any of the displayed input parameters. These parameters are used for both the edit list and the update program. See Steps 3-7.

2. Print Edit List — When the input parameters are correct, enter **2** to print the edit list to show the calculated depreciation amounts. You must print the edit list before updating the depreciation amounts. See Steps 8-9.

3. Update Depreciation Expense — When the edit list is correct and you wish to update the depreciate calculations, enter **3**. See Steps 10-11.

(E)=End — Enter **E** to end this procedure and return to the previous menu.

Steps 3-7 describe option 1, Input Parameters.

3 If you selected **1** for **Input Parameters**, the cursor moves to **Beginning Rental Item**. Enter the first rental item number to include on the edit list/update. Or press **Tab** to start with the first item found in the file.

4 **Ending Rental Item**

Enter the last rental item number to include on the edit list. Or press **Tab** to use all remaining items found in the file.

5 **Store (0=All)**

Enter the store number to use for selecting items for the edit list/update.

6 **Report Date (MMDDYY)**

Enter the report date to use for the edit list.

7 Return to Step 2 where you can select **2** to print the edit list.

Steps 8-9 describe option 2, Print Edit List.

8 If you selected **2** for **Print Edit List**, the computer displays the standard print routine:

```
Output Device (P,T,S,F,Port#):                Port No <UpA> = Search Port No
```

Print the edit list as desired and review the depreciation calculations for the selected rentals items. See the sample edit list below.

SAMPLE RENTAL DEPRECIATION EXPENSE EDIT LIST

```
mm/dd/yy          UPDATE DEPRECIATION EXPENSE EDIT LIST              DIM99 DATA                    CS040970
12:49:43                                                                                           PAGE 0001

                                                                 LAST       MONTHLY  YEAR-TO-DATE  LIFE-TO-DATE
STR  RENTAL #  DESCRIPTION                    SERIAL #        UPDATE  DEPRECIATION  DEPRECIATION  DEPRECIATION

  1  51515151  RUG CLEANER                   51515151         00/00           .00           .00         33.00
  1  51515152  RUG CLEANER                   51515152         08/98         13.89         55.56         69.45
  1  77000001  DITCH WITCH                                    08/98         71.78        116.27        122.11
  1  77000002  POST HOLE DIGGER              12               03/99         25.00         33.33         33.33

                                                            TOTAL           110.67        205.16        257.89
```

9 Return to Step 2 where you can select **3** to update the depreciation expenses.

Steps 10-11 describe option 3, Update Depreciation Expense.

10 If you selected **3** for **Update Depreciation Expense**, the computer begins immediately to update the items found on the edit list and displays:

```
Now processing   51515152
```

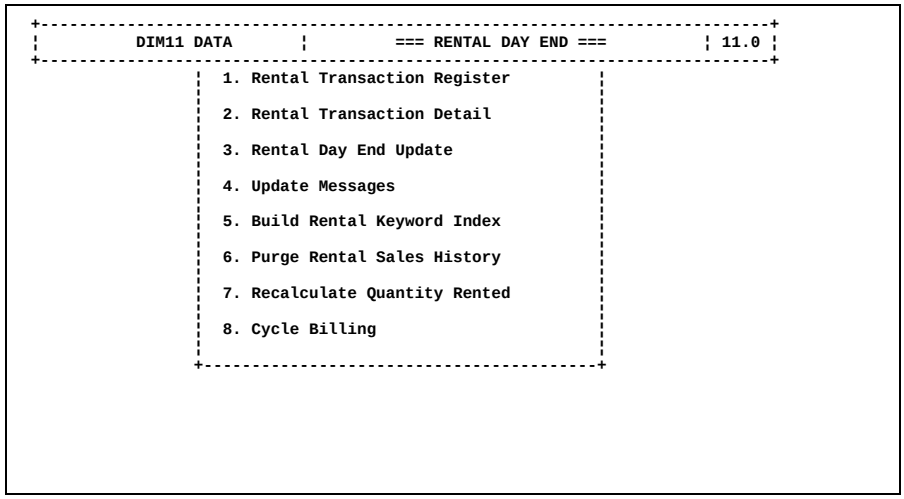
Wait while the computer completes the update.

11 Return to Step 2 where you can select **E** to end this procedure. To see the depreciation values and how they affect the rental item's value, print the Rental Sales & Cost Analysis or Rental Asset report found on the **Rental Reports Menu**.

NOTES:

Part 3. Rental Day End

Use this part to process the day end update for rental transactions. When you select **4** for **Rental Day End** from the **Rentals Menu**, the following menu is displayed:



The following pages explain each of these options.

Part 3-1. Rental Transaction Register

This report provides summary information for each rental transaction created or changed in the day's batch. The information on the report comes from the Rental Sales Master File, RSM0.D. Invoices and returns are updated to the Rental Sales History File (RSH0.D) during the rental update program so this report must be printed prior to that update.

```
CS040981      Transaction Register         DIM99 DATA             Date mm/dd/yy
Rev9.0.2                                                          Port  39
                                                                  Store 01

    1. Input Parameters

          Type of Report                                 1
              1 = Complete Register
              2 = Sales Register
              3 = Return Register
          Batch Number                                 502
          Written by        (0=All)                      0
          Assigned Salesman (0=All)                      0
          Number of Copies                               1
          Store Number                                   1
          Report Date                               mmddyy
          Beginning Trans Number                       .00
          Ending    Trans Number                9999999.99




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Type of Report — Enter **1** to print a complete register (lists all transactions for the day including orders, invoices, and returns), **2** to print a sales register only (orders with deposits and invoices), or **3** to print a return register (returns only).

Batch Number — Defaults to the current batch for the Variable File store number.

Written By (0=All) — Enter the written by sales rep code you wish to use for this report or press **Tab** to print transactions for all written by codes.

Assigned Salesman (0=All) — Enter the assigned sales rep code you wish to use for this report or press **Tab** to print transactions for all assigned rep codes.

Number of Copies — Enter number of copies to print or press **Tab** to default to one copy.

Store Number — Enter the store number you wish to print or press **Tab** to default to the current store number. If you change the store number, **Batch Number** displays the current batch for that store number.

Report Date — Enter the date you wish to appear in the heading of the report. Or press **Tab** to default to the current system date.

Beginning Trans Number
Ending Trans Number — Enter the transaction number range (beginning and ending transaction numbers) to include on this report. Or press **Tab** to print all transactions that are found for the batch.

SAMPLE RENTAL TRANSACTION REGISTER

```
mm/dd/yy       STORE 01    COMPLETE TRANSACTION REGISTER    ABC LUMBER COMPANY                                          CS040981
10:24:36       BATCH 0000034                                ABC LUMBER COMPANY                                          PAGE 0001

     TRANS       CUST  NAME                        SUBTOTAL    ADDON     TAX      TOTAL  DEPOSIT  AVE-%     TYPE   WB    PT
    NUMBER     NUMBER

***********************************************        ORDERS       ************************************************************
     30.00      1.000  CASH SALE             CASH     231.20                          300.00             ORD    1     3
     31.00   6000.000  FLOWER SHOPPE
     32.00      1.000  CASH SALE             CASH     363.20                          400.00             ORD    1    12
***********************************************   INVOICES/CREDITS  ************************************************************
     30.01      1.000  CASH SALE             CASH     175.00            10.94     185.94   300.00- 15.00      INV    1     3
     31.01   6000.000  FLOWER SHOPPE                    25.00             1.56      26.56            50.00      INV    1    23
     33.00   6000.000  FLOWER SHOPPE                    25.00-            1.56-     26.56-           50.00      RET    1     3

                                        TOTAL     769.40      .00   10.94     185.94   400.00
```

Totals Page

```
mm/dd/yy       STORE 01    COMPLETE TRANSACTION REGISTER    ABC LUMBER COMPANY                                          CS040981
10:24:36       BATCH 0000034                                ABC LUMBER COMPANY                                          PAGE 0002

                                    TICKETS    SUBTOTAL     ADDONS        TAX      TOTAL AVE MARGIN      %


                CHARGE:      INVOICES      1       25.00        .00       1.56      26.56      12.50  50.00
                             RETURNS       1       25.00-       .00       1.56-     26.56-     12.50- 50.00

                          NET CHARGE       2         .00        .00        .00        .00        .00    .00


                CASH:        INVOICES      1      175.00        .00      10.94     185.94      26.25  15.00
                             RETURNS       0         .00        .00        .00        .00        .00    .00

                          NET CASH         1      175.00        .00      10.94     185.94      26.25  15.00


                          NET SALES        3      175.00        .00      10.94     185.94      26.25  15.00

                     TOTAL       3      175.00        .00      10.94     185.94      26.25  15.00



                ORDERS:                   3      594.40        .00        .00        .00        .00    .00




                          GRAND TOTAL      6      769.40        .00      10.94     185.94      26.25   3.41


                CASH TRANSACTIONS                                        CASH SETTLEMENT

                INVOICES                  185.94                    3  CASH              585.94
                RETURNS                      .00                    0  CHANGE GIVEN         .00    NET      585.94
                DEPOSITS RECEIVED         700.00                    0  CHECKS               .00
                DEPOSITS USED             300.00-                   0                       .00
                                                                    0                       .00
                          TOTAL           585.94                    0                       .00
                                                                    0                       .00

                                                                             TOTAL        585.94
```

NOTES:

Part 3-2. Rental Transaction Detail

This report provides detail for each transaction created or changed in the day's batch. The information on the report is from the Rental Sales Master File (RSM0.D). Invoices and returns are updated to the Rental Sales History File (RSH0.D) during the rental update program so this report must be printed prior to that update.

```
CS040982   Rental Transaction Detail     DIM99 DATA              Date mm/dd/yy
Rev9.0.2                                                        Port  39
                                                                Store 01

    1. Input Parameters

          Type of Report                                  1
              1 = Complete
              2 = Sales   Only
              3 = Returns Only
          Batch Number                                  502
          Written By (0 = All)                            0
          Show Cost  (Y/N)                                Y
          Number of Copies                                1
          Store Number                                    1
          Report Date                                 mmddyy
          Beginning Trans Number                         .00
          Ending    Trans Number                9999999.99
          Page Ejects and Headings    (Y/N)               N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Type of Report — Enter **1** to print a complete detail list (lists all transactions for the day including orders, invoices, and returns), **2** to print sales detail only (orders with deposits and invoices), or **3** to print return detail only.

Batch Number — Defaults to the current batch for the Variable File store number.

Written By (0=All) — Enter the written by sales rep code you wish to use for this report or press **Tab** to print transactions for all written by codes.

Show Cost (Y/N) — Enter **N** to not display cost on the rental transactions or press **Tab** (defaults to **Y**) to display cost on the report.

Number of Copies — Enter number of copies to print or press **Tab** to print one.

Store Number — Enter the store number you wish to print or press **Tab** to default to the current store number. If you change the store number, **Batch Number** displays the current batch for that store number.

Report Date — Enter the date you wish to appear in the heading of the report. Or press **Tab** to default to the current system date.

Beginning Trans Number
Ending Trans Number — Enter the transaction number range (beginning and ending transaction numbers) to include on this report. Or press **Tab** to print all transactions that are found for the batch.

Page Ejects and Headings (Y/N) — Enter **Y** to eject a new page and print headings on every page. Or press **Tab** (defaults to **N**) to ignore the page ejects and headings.

SAMPLE RENTAL TRANSACTION DETAIL

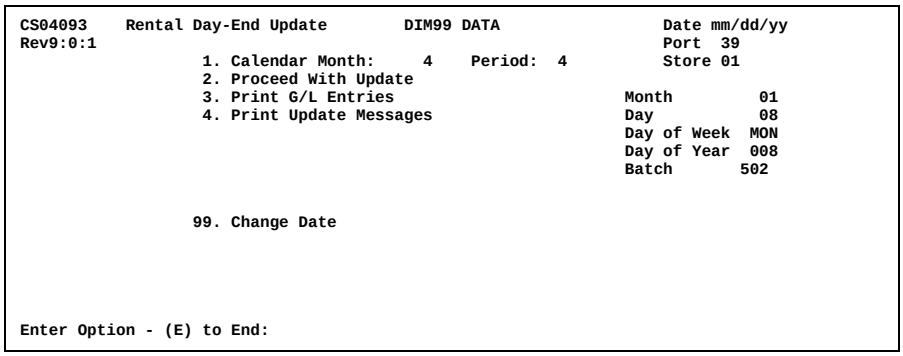
```
mm/dd/yy       STORE 01    COMPLETE TRANSACTION DETAIL  ABC LUMBER COMPANY                                          CS040982
11:46:13       BATCH 0000034                            ABC LUMBER COMPANY                                          PAGE 0001

************************************************       ORDERS       ************************************************************

       30.00  ORDER         1.000  CASH SALE            CASH      07/13/97  18:26  S-1    P-3    A-1    W-1    C-0    T-1
              0-555-1212      CUST PO:
              ASDFAWE

                                                                                                  RENTAL    INVOICE
                LN  QTY  DESCRIPTION                    SERIAL #          UNITS      AMOUNT     AMOUNT       COST      AVE-%

        RETURN   1    5  RENTAL ITEM NO SERIAL NUMBER          1  A       1.00 Dy            175.00     148.75      15.00
             OUT: 07/12/97 @ 0800   IN: 07/13/97 @ 1825                  175.00          * Invoiced *
        RENTED   2    1  RENTAL ITEM 4                         4  A        2.89 Dy   231.20
             OUT: 07/12/97 @ 0800   IN: 07/15/97 @ 1600                   80.00

             PAID BY: CASH     300.00 DEPOSIT  300.00
                                                  SUBTOTAL                        231.20



       32.00  ORDER         1.000  CASH SALE            CASH      08/20/97  10:28  S-1    P-12   A-1    W-1    C-0    T-1
              0-555-1212      CUST PO:              1654981
              136586

                                                                                                  RENTAL    INVOICE
                LN  QTY  DESCRIPTION                    SERIAL #          UNITS      AMOUNT     AMOUNT       COST      AVE-%

        RENTED   1    2  RENTAL ITEM 4                         4  A        2.27 Dy   363.20
             OUT: 08/18/97 @ 0800   IN: 08/20/97 @ 1024                  160.00

             PAID BY: CASH     400.00 DEPOSIT  400.00
                                                  SUBTOTAL                        363.20

************************************************   INVOICES/CREDITS  ************************************************************

       30.01  INVOICE       1.000  CASH SALE            CASH      07/13/97  18:26  S-1    P-3    A-1    W-1    C-0    T-1
              0-555-1212      CUST PO:
              ASDFAWE

                                                                                                  RENTAL    INVOICE
                LN  QTY  DESCRIPTION                    SERIAL #          UNITS      AMOUNT     AMOUNT       COST      AVE-%

        RETURN   1    5  RENTAL ITEM NO SERIAL NUMBER          1  A       1.00 Dy            175.00     148.75      15.00
             OUT: 07/12/97 @ 0800   IN: 07/13/97 @ 1825                  175.00
        RENTED   2    1  RENTAL ITEM 4                         4  A        2.89 Dy   231.20
             OUT: 07/12/97 @ 0800   IN: 07/15/97 @ 1600                   80.00

             PAID BY: CASH     114.06-DEPOSIT  300.00
                                                  SUBTOTAL                    .00     175.00     148.75
                                                  STATE SALES TAX                      10.94
          SIGNATURE:                              TOTAL                       .00     185.94      26.25      15.00


31.01  INVOICE    6000.000  FLOWER SHOPPE              07/22/97  13:16  S-1    P-23   A-2    W-1    C-0    T-1
       0-523-6978      CUST PO:


                                                                                  RENTAL    INVOICE
          LN  QTY  DESCRIPTION                  SERIAL #          UNITS      AMOUNT     AMOUNT       COST      AVE-%

  RETURN   1    1  HANDY DANDY CARPET CLEANER    58749999  A         .00 Mn              25.00      12.50      50.00
       OUT: 07/22/97 @ 1313   IN: 07/22/97 @ 1315                  .00

                                          SUBTOTAL                        .00      25.00      12.50
                                          STATE SALES TAX                           1.56
   SIGNATURE:                             TOTAL                           .00      26.56      12.50      50.00
```

NOTES:

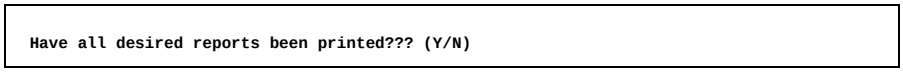
1. Costs for all rental invoices are based on the cost percent in the item record in RIM1.D. The cost percent is the number that displays on the line detail of the report. If the cost percent is zero, there won't be a cost calculated for the item.
2. If a rental item is sold, the cost is the purchase price of the item less LTD Depreciation.
3. Orders display Subtotal and Deposit fields only. Extended cost is not calculated until an invoice is created.
4. Invoices/Credits display Subtotal, Addon, Tax, Total, Deposit, and Ave %.
5. The Transaction Detail displays all lines on the ticket with subtotals for outstanding rental and invoiced rental amount.

Part 3-3. Rental Day End Update

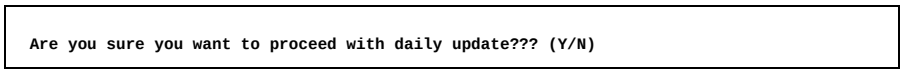
This program moves invoices/credits for the current batch in the Rental Sales Master File (RSM0.D) to the Rental Sales History File (RSH0.D), deletes transactions from the Rental Sales Master File, creates GPOST entries, and increments the rental batch number. The G/L batch name carries the prefix "GR" with the source descriptions beginning with "Rent." The program uses all the standard Variable File settings for G/L sales. It also prints the G/L entries and update messages. This is similar to the standard POS day end update program.


CS04093 Rental Day-End Update DIM99 DATA Date mm/dd/yy
Rev9:0:1 Port 39
1. Calendar Month: 4 Period: 4 Store 01
2. Proceed With Update
3. Print G/L Entries
4. Print Update Messages
Month 01
Day 08
Day of Week MON
Day of Year 008
Batch 502
99. Change Date
Enter Option - (E) to End:

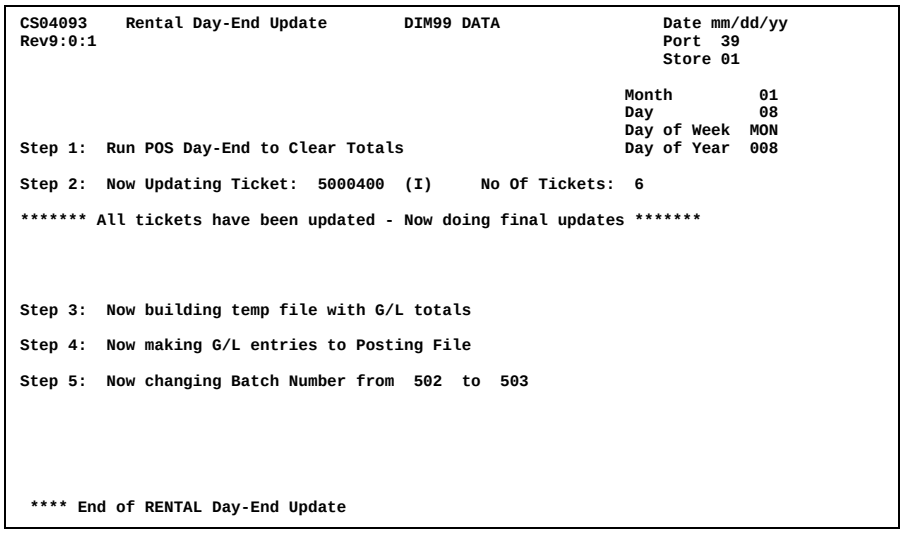
Check the calendar month. Change if needed. Then select **2** for **Proceed With Update**.



Enter **Y** if all reports have been printed.



Enter **Y** if you wish to proceed with the update.


CS04093 Rental Day-End Update DIM99 DATA Date mm/dd/yy
Rev9:0:1 Port 39
Store 01
Month 01
Day 08
Day of Week MON
Day of Year 008
Step 1: Run POS Day-End to Clear Totals
Step 2: Now Updating Ticket: 5000400 (I) No Of Tickets: 6
******* All tickets have been updated - Now doing final updates *******
Step 3: Now building temp file with G/L totals
Step 4: Now making G/L entries to Posting File
Step 5: Now changing Batch Number from 502 to 503
**** End of RENTAL Day-End Update

Press **Enter** to return to the previous menu.

Select **3** to print the G/L entries:

```
DS01105      Gpost Entries          DIM99 DATA                    Date mm/dd/yy
Rev9.0.3                                                          Port  39
                                                                  Store 01
    1. Input Parameters

          Batch                                GR0000502
          Number of Copies                             1
          Report Date                              mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Sample Report:

```
mm/dd/yy       BATCH: GR0000034    GPOST ENTRIES                  ABC LUMBER COMPANY                                DS01105
14:49:31                                                                                                            PAGE 0001

SEQUENCE ST PC JL   DATE     REF NO  SOURCE DESCRIPTION        ACCT NO   ACCT DESCRIPTION                DEBIT          CREDIT

     714  1  6 3A 08/21/97        34 Rent Automatic-Inven Cos  1319.01 RENTAL INVENTORY                                 148.75
     715  1  6 3A 08/21/97        34 Rent Automatic-Cash Invo  3310.01 CASH SALES                                       175.00
     716  1  6                                               4310.01 COST - CASH SALES                  148.75
     717  1  6 3A 08/21/97        34 Rent Automatic-Charge In  3320.01 CHARGE SALES                                     25.00
     718  1  6                                               4320.01 COST - CHARGE SALES                 12.50
     719  1  6 3A 08/21/97        34 Rent Automatic-Charge Re  3325.01 CHARGE SALE RETURNS                              25.00-
     720  1  6                                               4325.01 COST - CHARGE RETURNS               12.50-
     721  1  6 3A 08/21/97        34 Rent Automatic-Cash       1120.01 CASH IN BANK - CHECKING            585.94
     722  1  6 3A 08/21/97        34 Rent Automatic-Deposit R  2380.01 CUSTOMER DEPOSITS                              700.00
     723  1  6 3A 08/21/97        34 Rent Automatic-Deposit U  2380.01 CUSTOMER DEPOSITS                  300.00
     724  1  6 3A 08/21/97        34 Rent Automatic-Tax        2350.01 STATE SALES TAX PAYABLE                           10.94

                                                                                TOTAL              1,034.69        1,034.69


                                                                                PROOF                  .00
```

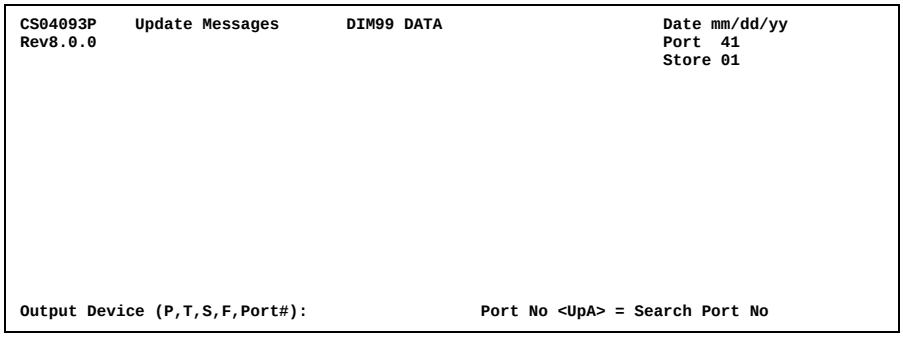
Select **4** to print the update messages and verify there weren't any errors:

```
CS04093P    Update Messages       DIM99 DATA                    Date mm/dd/yy
Rev8.0.0                                                        Port  39
                                                                Store 01









Output Device (P,T,S,F,Port#):                 Port No <UpA> = Search Port No
```

NOTES:

Part 3-4. Update Messages

This program prints the update messages from the update performed in the previous part. It duplicates the last step from that procedure in case you need to make sure you obtain the update message report.



Using the standard print routine, print this report as needed.

NOTES:

Part 3-5. Build Rental Keyword Index

The keyword index is used in Rental Transaction Entry to search the Rental Inventory File (RIM1.D) when you enter part of the item description. This program should be run every day to refresh the entries for any items that have been changed or added to the Rental Inventory File during the day.

```
CS04091K     Generate RIM1.J2 Index        DIM99 DATA             Date mm/dd/yy
Rev9.0.1                                                          Port  39
                                                                  Store 01



This program will do the following:
   1.  Delete Current Keyword Index (RIM1.J2) if it exists
   2.  Create a New Blank Keyword Index (RIM1.J2)
   3.  Read thru RIM1.D using RIM1.I1 adding to Keyword Index (RIM1.J2)




 Do you wish to proceed? (Y/N)
```

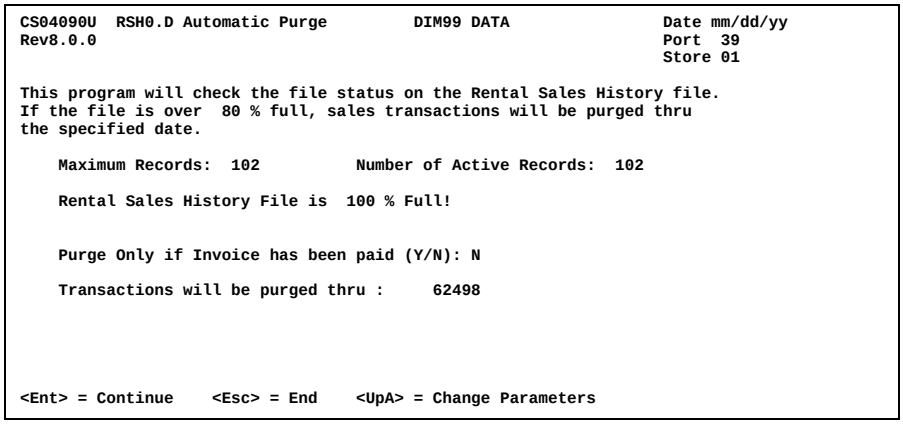
Enter **Y** to proceed with the program. When done, the computer displays:

```
CS04091K     Generate RIM1.J2 Index        DIM99 DATA             Date mm/dd/yy
Rev9.0.1                                                          Port  39
                                                                  Store 01



This program will do the following:
   1.  Delete Current Keyword Index (RIM1.J2) if it exists
   2.  Create a New Blank Keyword Index (RIM1.J2)
   3.  Read thru RIM1.D using RIM1.I1 adding to Keyword Index (RIM1.J2)


Now adding to RIM1.J2                  Please Wait!



 RIM1.J2 has been generated with 9 entries from 4 RIM1.D records
```

NOTES:

Part 3-6. Purge Rental Sales History

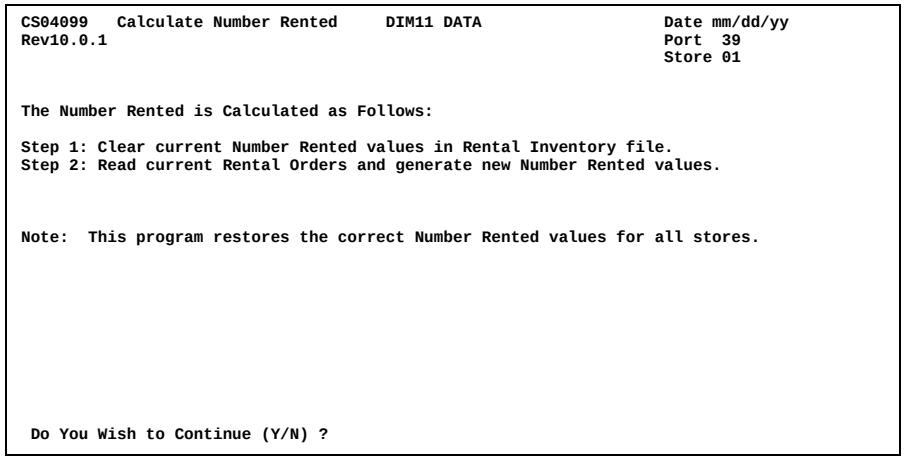
This program purges the Rental Sales History File (RSH0.D) once the file is more than 80 percent used. As part of the day end project, this program checks the status of the file and purges one week of transactions if it is over 80 percent used.


CS04090U RSH0.D Automatic Purge DIM99 DATA Date mm/dd/yy
Rev8.0.0 Port 39
Store 01
This program will check the file status on the Rental Sales History file.
If the file is over 80 % full, sales transactions will be purged thru
the specified date.
Maximum Records: 102 Number of Active Records: 102
Rental Sales History File is 100 % Full!
Purge Only if Invoice has been paid (Y/N): N
Transactions will be purged thru : 62498
<Ent> = Continue <Esc> = End <UpA> = Change Parameters

NOTES:

Part 3-7. Recalculate Quantity Rented

This program is similar to Recalculate On/Order/On Reserve. It reads through the open transactions in RSM0.D, sums the quantity of each item rented, and writes it back to the RIM1.D file.

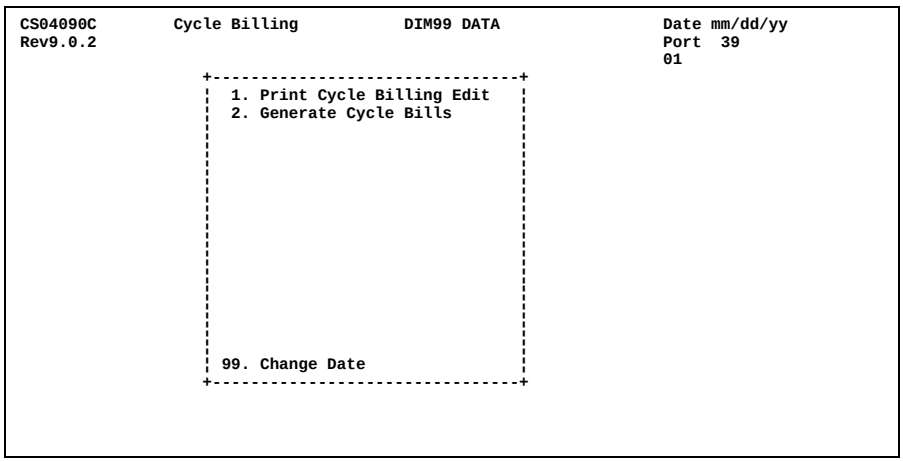

CS04099 Calculate Number Rented DIM11 DATA Date mm/dd/yy
Rev10.0.1 Port 39
Store 01
The Number Rented is Calculated as Follows:
Step 1: Clear current Number Rented values in Rental Inventory file.
Step 2: Read current Rental Orders and generate new Number Rented values.
Note: This program restores the correct Number Rented values for all stores.
Do You Wish to Continue (Y/N) ?

NOTES:

Part 3-8. Cycle Billing

Cycle Billing creates monthly invoices for items that are rented for more than a month by charge customers. It creates an invoice on the customer's account and keeps track of the amount that has been invoiced by this program on the original order. Invoices are created every month. The first invoice is created one month from the original order. When the customer returns the item, the final invoice rental fee is calculated for the amount of time since the last cycle bill.

This program may be set up to run as part of the day end project or you may choose to run it manually during the day. The program reads through the Rental Sales Master File (RSM0.D) for all stores, comparing the last billing date to the current date for each open rental line item. If a month has passed (based on how the month is defined in the Variable File settings), then the computer creates an invoice for that order. The invoices will be updated with the next rental day end update.



Print the edit list (option 1, **Print Cycle Billing Edit**) to review the accounts prior to generating the cycle bills. The same print routine is used for both printing the edit list and generating cycle bills. The edit list prints as a report and should be printed to a plain paper printer. You do not have the option of printing it to the terminal screen. When generating the cycle bills, select a printer loaded with transaction forms. These invoices will be included in the next day's day end reports. After you select **1** or **2**, the computer displays the following print routine:

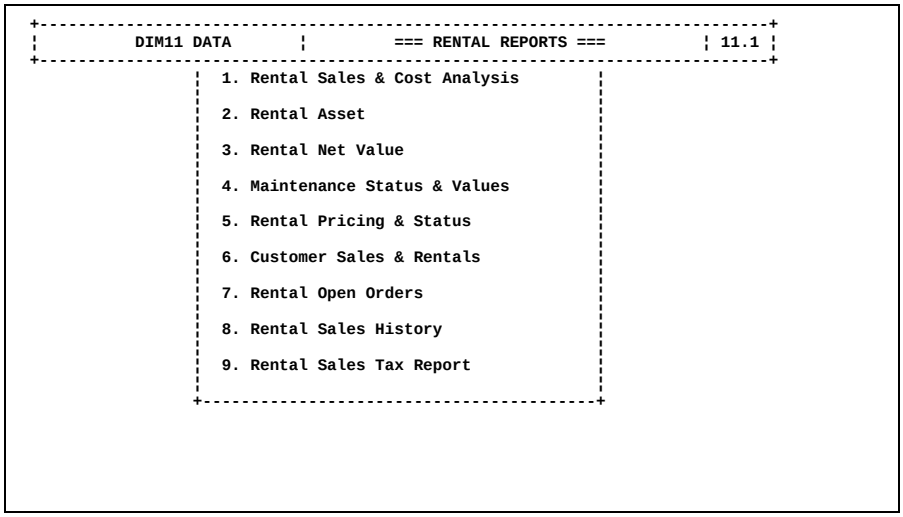
NOTES:

Part 4. Rental Month End & Year End Updates

The standard month end and year end updates for Sales and Accounts Receivable clear the month-to-date and year-to-date figures in the Rental Inventory File (RIM1.D) and Rental Customer File (RCM1.D). There is no change needed to standard procedures to update these files.

Rental Reports

This section contains the nine rental reports. When you select **Rental Reports** from the **Rentals Menu**, another menu is displayed:


DIM11 DATA
=== RENTAL REPORTS ===
11.1
1. Rental Sales & Cost Analysis
2. Rental Asset
3. Rental Net Value
4. Maintenance Status & Values
5. Rental Pricing & Status
6. Customer Sales & Rentals
7. Rental Open Orders
8. Rental Sales History
9. Rental Sales Tax Report

The following section is organized according to this menu. Each report is described, its purpose is defined, and the input parameters are displayed.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine.

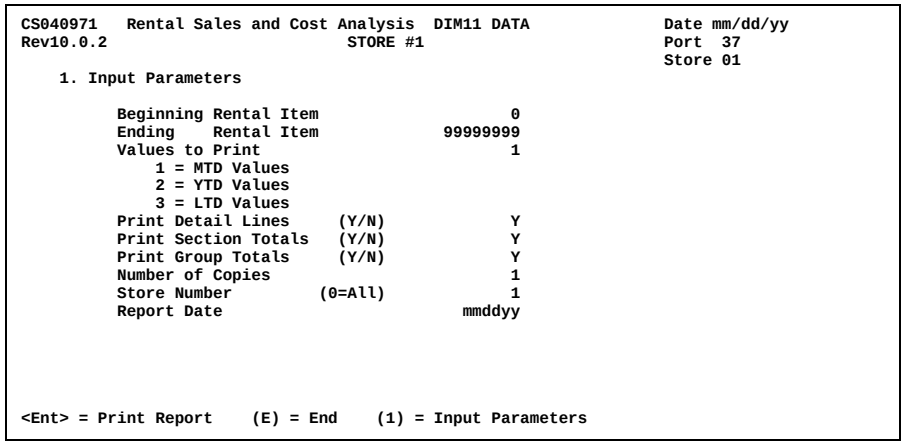
How To Use This Section

The reports in this section are written following a standard pattern.

- Each report begins on a new page.
- The purpose of the report is stated.
- A sample screen of the input parameters is presented.
- Any special or unique parameters are explained.

1. Rental Sales & Cost Analysis

Use this report to calculate the net profit rental items have generated on a month-to-date, year-to-date, or life-to-date timeframe. It adds cost, depreciation, and maintenance together to create the total cost to subtract from sales to calculate net profit.



```
CS040971   Rental Sales and Cost Analysis  DIM11 DATA            Date mm/dd/yy
Rev10.0.2                      STORE #1                          Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Rental Item                    0
          Ending    Rental Item             99999999
          Values to Print                          1
              1 = MTD Values
              2 = YTD Values
              3 = LTD Values
          Print Detail Lines     (Y/N)             Y
          Print Section Totals   (Y/N)             Y
          Print Group Totals     (Y/N)             Y
          Number of Copies                         1
          Store Number         (0=All)             1
          Report Date                          mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Rental Item
Enter the first rental item number to include on this report. Or press **Tab** to start with the first rental item found in the file.

Ending Rental Item
Enter the last rental item number to include on this report. Or press **Tab** to use all remaining items found in the file.

Values to Print
1 = month-to-date values
2 = year-to-date values
3 = life-to-date values

Print Detail Lines (Y/N)
Enter **Y** to include detail lines (one line for each rental item showing store number, rental item number, serial number, description, maintenance frequency, sales, cost, depreciation, maintenance, total cost, and net profit). Or enter **N** for no detail which shows section and group totals if selected. You will most likely want to print detail lines for this report.

Print Section Totals (Y/N)
Enter **Y** if you wish to print the section totals at the end of each section, **N** if not.

Print Group Totals (Y/N)
Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

SAMPLE RENTAL SALES & COST ANALYSIS REPORT

```
mm/dd/yy         STORE 01    RENTAL SALES AND COST ANALYSIS                    DIM11 DATA                          CS040971
10:05:33   REPORT VALUE: LIFE-TO-DATE                                                                               PAGE 0001

STR RENTAL # SERIAL #        DESCRIPTION                  FREQ      SALES       COST       DEPR      MAINT   TOT COST NET PROFIT

  1 51515151 51515151        RUG CLEANER                     3      30.00       3.00      33.00                  36.00       6.00-
  1 51515152 51515152        RUG CLEANER                     4    1764.00     176.40      55.56                 231.96    1532.04

SECTION TTL: 51-51 ********************      2 ITEMS              1794.00     179.40      88.56                 267.96    1526.04

GROUP TOTAL: 51    *** GROUP 51 ***         2 ITEMS              1794.00     179.40      88.56                 267.96    1526.04




  1 77000001                 DITCH WITCH                    21    1698.40                 50.33                  50.33    1648.07
  1 77000002 12              POST HOLE DIGGER                3    3454.00      34.54       8.33      65.00     107.87    3346.13

SECTION TTL: 77-00 ********************      2 ITEMS              5152.40      34.54      58.66      65.00     158.20    4994.20

GROUP TOTAL: 77    RENTALS                  2 ITEMS              5152.40      34.54      58.66      65.00     158.20    4994.20




      GRAND TOTALS                          4 ITEMS              6946.40     213.94     147.22      65.00     426.16    6520.24
```

2. Rental Asset

This report generates a list for periodic review of the rental items for valuation. It uses life-to-date values for all selected items on the report. It is also used to review items for selling or disposal.

```
CS040972   Rental Asset Report  DIM11 DATA                        Date mm/dd/yy
                                  STORE #1                        Port  37
                                                                  Store 01
    1. Input Parameters

          Beginning Rental Item                    0
          Ending    Rental Item                99999999
          Print Detail Lines     (Y/N)             Y
          Print Section Totals   (Y/N)             Y
          Print Group Totals     (Y/N)             Y
          Number of Copies                         1
          Store Number         (0=All)             1
          Report Date                          mmddyy

    This report will print Life-to-Date values for all rental items selected


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Rental Item — Enter the first rental item number to include on this report. Or press **Tab** to start with the first item found in the file.

Ending Rental Item — Enter the last rental item number to include on this report. Or press **Tab** to use all remaining items found in the file.

Print Detail Lines (Y/N) — Enter **Y** to include detail lines (one line for each rental item showing store number, rental item number, serial number, description, purchase cost, depreciation, net basis, maintenance, sales, and a calculated selling price). Or enter **N** for no detail which shows section and group totals if selected. You will most likely want to print detail lines for this report.

Print Section Totals (Y/N) — Enter **Y** if you wish to print the section totals at the end of each section, **N** if not.

Print Group Totals (Y/N) — Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

SAMPLE RENTAL ASSET REPORT

```
mm/dd/yy        STORE 01        RENTAL ASSET REPORT                    DIM11 DATA                    CS040972
10:22:23                                                                                             PAGE 0001

                                                          PURCHASE              NET                        SELL
STR RENTAL # SERIAL #       DESCRIPTION                      COST      DEPR      BASIS     MAINT     SALES    PRICE

  1 51515151 51515151       RUG CLEANER                     500.00     33.00     467.00                30.00   300.00
  1 51515152 51515152       RUG CLEANER                     500.00     55.56     444.44              1764.00   600.00

SECTION TTL: 51-51 ********************     2 ITEMS         1000.00     88.56     911.44              1794.00   900.00

GROUP TOTAL: 51    *** GROUP 51 ***         2 ITEMS         1000.00     88.56     911.44              1794.00   900.00


  1 77000001                DITCH WITCH                     1534.00     50.33    1483.67              1698.40  1000.00
  1 77000002 12             POST HOLE DIGGER                1500.00      8.33    1491.67     65.00    3454.00  1200.00

SECTION TTL: 77-00 ********************     2 ITEMS         3034.00     58.66    2975.34     65.00    5152.40  2200.00

GROUP TOTAL: 77    RENTALS                  2 ITEMS         3034.00     58.66    2975.34     65.00    5152.40  2200.00


       GRAND TOTALS                         4 ITEMS         4034.00    147.22    3886.78     65.00    6946.40  3100.00
```

3. Rental Net Value

This report generates a list for periodic review of the rental items for valuation. It uses life-to-date values for all selected items on the report. It shows the net value, date added, and depreciable life (in months).

```
CS040978  Rental Net Value Report DIM11 DATA                    Date mm/dd/yy
                                  STORE #1                      Port  37
                                                                Store 01
    1. Input Parameters

          Beginning Rental Item                  0
          Ending    Rental Item           99999999
          Print Detail Lines     (Y/N)          Y
          Print Section Totals   (Y/N)          Y
          Print Group Totals     (Y/N)          Y
          Number of Copies                      1
          Store Number         (0=All)          1
          Report Date                       mmddyy

    This report will print Life-to-Date values for all rental items selected


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Rental Item — Enter the first rental item number to include on this report. Or press **Tab** to start with the first item found in the file.

Ending Rental Item — Enter the last rental item number to include on this report. Or press **Tab** to use all remaining items found in the file.

Print Detail Lines (Y/N) — Enter **Y** to include detail lines (one line for each rental item showing store number, rental item number, serial number, description, net value, date added, and depreciable life in months). Or enter **N** for no detail which shows section and group totals if selected. You will most likely want to print detail lines for this report.

Print Section Totals (Y/N) — Enter **Y** if you wish to print the section totals at the end of each section, **N** if not.

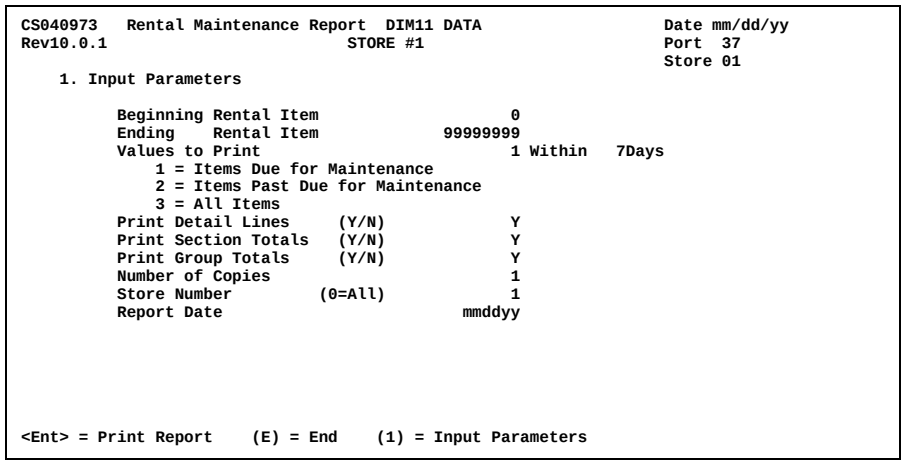
Print Group Totals (Y/N) — Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

SAMPLE RENTAL NET VALUE REPORT

```
mm/dd/yy        STORE 01      RENTAL NET VALUE REPORT              DIM11 DATA          CS040978
10:31:59                                                                               PAGE 0001

                                                          NET       DATE      DEPRECIABLE
STR RENTAL # SERIAL #       DESCRIPTION                  VALUE     ADDED     LIFE(MONTHS)

  1 51515151 51515151       RUG CLEANER                 467.00    02/04/98         0
  1 51515152 51515152       RUG CLEANER                 444.44    02/04/98        36

SECTION TTL: 51-51 ********************     2 ITEMS      911.44

GROUP TOTAL: 51    *** GROUP 51 ***         2 ITEMS      911.44


  1 77000001                DITCH WITCH                1483.67    05/21/98        36
  1 77000002 12             POST HOLE DIGGER           1491.67    06/16/98        60

SECTION TTL: 77-00 ********************     2 ITEMS     2975.34

GROUP TOTAL: 77    RENTALS                  2 ITEMS     2975.34


      GRAND TOTALS                          4 ITEMS     3886.78
```

4. Maintenance Status & Values

Print this report to generate a list of items that are due for scheduled maintenance in a particular timeframe. The default input parameters print items that due for maintenance in the next seven days compared to the report date. You can change the input parameters to indicate a different number of days if desired. Use this report to balance maintenance expenses from the G/L posted through A/P to the entries made to RIM1.D in Rental Item Maintenance.



```
CS040973   Rental Maintenance Report  DIM11 DATA                  Date mm/dd/yy
Rev10.0.1                       STORE #1                        Port  37
                                                                Store 01

    1. Input Parameters

          Beginning Rental Item                    0
          Ending    Rental Item             99999999
          Values to Print                          1 Within   7Days
              1 = Items Due for Maintenance
              2 = Items Past Due for Maintenance
              3 = All Items
          Print Detail Lines     (Y/N)             Y
          Print Section Totals   (Y/N)             Y
          Print Group Totals     (Y/N)             Y
          Number of Copies                         1
          Store Number         (0=All)             1
          Report Date                          mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Rental Item
Enter the first rental item number to include on this report. Or press **Tab** to start with the first item found in the file.

Ending Rental Item
Enter the last rental item number to include on this report. Or press **Tab** to use all remaining items found in the file.

Values to Print
1 = items due for maintenance
2 = items past due for maintenance
3 = all items

Within 7 Days
This parameter controls the items selected for the report that are due for maintenance in the next seven days. Enter a different number of days if desired.

Print Detail Lines (Y/N)
Enter **Y** to include detail lines (one line for each rental item showing store number, rental item number, serial number, description, maintenance frequency, sales, cost, depreciation, maintenance, total cost, and net profit). Or enter **N** for no detail which shows section and group totals if selected. You will most likely want to print detail lines for this report.

Print Section Totals (Y/N)
Enter **Y** if you wish to print the section totals at the end of each section, **N** if not.

Print Group Totals (Y/N)
Enter **Y** if you wish to print the group totals at the end of each group, **N** if not.

SAMPLE MAINTENANCE STATUS & VALUES REPORT

```
mm/dd/yy         STORE 01      RENTAL MAINTENANCE REPORT                    DIM11 DATA                              CS040973
10:20:06   ITEMS DUE                                                          STORE #1                                PAGE 0001

                                                                DT. LAST  MAINT   ********MAINTENANCE AMOUNT********   **MAINT FREQ**
STR RENTAL # SERIAL #        DESCRIPTION                          MAINT  CYCLE         MTD         YTD         LTD    MTD  YTD  LTD

  1        2 123456789012345 THIS IS DESCRIPTION 1          06/11/97     30        25.00       36.00       37.00     1    1    1

SECTION TTL: 00-00 ********************      1 ITEMS                              25.00       36.00       37.00     1    1    1

GROUP TOTAL: 00    RENTAL ITEMS              1 ITEMS                              25.00                   37.00     1    1    1



GRAND TOTALS                                 1 ITEMS                              25.00                   37.00     1    1    1
```

5. Rental Pricing & Status

This report is a price book. It generates a list of items with their minimum rental amount, rental rates (hourly, daily, weekly, monthly), selling price, and the item status (Available, Maintenance, or Expired).

```
CS040974   Rental Pricing and Status Report  DIM11 DATA          Date mm/dd/yy
Rev10.0.2                        STORE #1                       Port  37
                                                                Store 01
    1. Input Parameters

          Beginning Rental Item                    0
          Ending    Rental Item             99999999
          Number of Copies                       1
          Store Number  (0=All)                    1
          Report Date                          mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Rental Item — Enter the first rental item number to include on this report. Or press **Tab** to start with the first item found in the file.

Ending Rental Item — Enter the last rental item number to include on this report. Or press **Tab** to use all remaining items found in the file.

SAMPLE RENTAL PRICING & STATUS REPORT

```
mm/dd/yy         STORE 01    RENTAL PRICING AND STATUS REPORT                    DIM11 DATA                          CS040974
10:53:01                                                                                                             PAGE 0001

STR RENTAL # SERIAL #        DESCRIPTION                    MIN AMT    HOURLY     DAILY    WEEKLY   MONTHLY SELL PRICE STATUS

  1 51515151 51515151        RUG CLEANER                      10.00   10.0000   50.0000  100.0000  250.0000     300.00 EXPIRED
  1 51515152 51515152        RUG CLEANER                      15.00   15.0000   75.0000  150.0000  300.0000     600.00 EXPIRED
  1 77000001                 DITCH WITCH                      20.00   20.0000   80.0000  200.0000  800.0000    1000.00 AVAILABLE
  1 77000002 12              POST HOLE DIGGER                 20.00   20.0000   75.0000  250.0000  700.0000    1200.00 AVAILABLE
```

6. Customer Sales & Rentals

This report prints sales and margin dollars and margin percent for rental sales, non-rental sales, and total sales.

```
CS040975    Customer Sales and Rentals Report   DIM11 DATA         Date mm/dd/yy
Rev10.0.1                                                         Port  37
                                                                  Store 01

    1. Input Parameters

          Print Order                                1    Numeric
          Beginning Customer                      .000
          Ending    Customer                999999.999
          Rental Sales Customers Only  (Y/N)        Y
          Print Period                               M    MTD Values
          Cost Basis                                 A    Average Margin
          Consolidate Jobs  (Y/N)                    N
          Store Number      (0=All)                  1
          Number of Copies                           1
          Report Date                           mmddyy
          Select Sales Optional Field  (Y/N)         N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Print Order — **1** = numeric (customer number)
2 = alphabetic (customer name)

Beginning Customer — According to the print order you selected above, enter the first customer number or name to include on this report. Or press **Tab** to start with the first customer found in the file.

Ending Customer — Enter the last customer number or name to include on this report. Or press **Tab** to use all remaining customers found in the file.

Rental Sales Customers Only (Y/N) — Enter **Y** to include customers with rental transactions only. Or enter **N** to include all customers.

Print Period — Enter **M** to print month-to-date or **Y** for year-to-date values.

Cost Basis — Enter **A** to print average cost margin or **M** for market cost margin values.

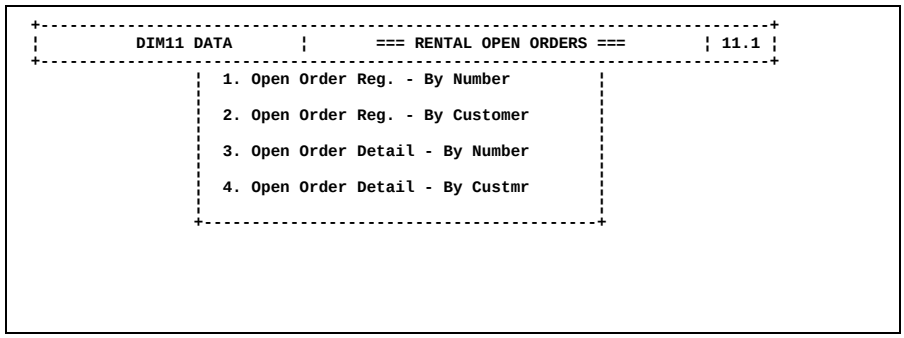
Consolidate Jobs (Y/N) — Enter **Y** if you wish to consolidate the job totals into the main account and print the total, **N** if not.

SAMPLE CUSTOMER SALES & RENTALS

```
mm/dd/yy                        CUSTOMER SALES AND RENTALS REPORT                    DIM11 DATA                        CS040975
11:54:52                                                                                                               PAGE   0001

STORE:  1   NZH #1                        PERIOD REPORTED:  YEAR TO DATE      BASIS:  AVERAGE COST

                                          -------RENTAL SALES-------    -----NON-RENTAL SALES-----    -------TOTAL SALES--------
   NUMBER          NAME                   SALES $  MARGIN $  PERCENT    SALES $  MARGIN $  PERCENT    SALES $  MARGIN $  PERCENT
 1050.000 BONHAM/STAN                         15        15   *0.00       17793     10631   59.74       17808     10645   59.77
 1060.000 BRODERICK AND ZARBOCK PLUMBING    1320      1188   90.00       33823      8665   25.61       35143      9853   28.03
 2020.000 DYNASTY CORPORATION                 46-       46-  *0.00        1087       396   36.43        1040       349   33.55

         STORE TOTALS                       1289      1157   89.75       52703     19692   37.36       53991     20847   38.61




            GRAND TOTALS                    1289      1157   89.75       52703     19692   37.36       53991     20847   38.61
```

7. Rental Open Orders

There are four reports available for printing open rental orders. When you select **Rental Open Orders**, the computer displays the following menu:


DIM11 DATA
=== RENTAL OPEN ORDERS ===
11.1
1. Open Order Reg. - By Number
2. Open Order Reg. - By Customer
3. Open Order Detail - By Number
4. Open Order Detail - By Custmr

These are similar to the open order reports for regular sales. The information comes from the Rental Sales Master File (RSM0.D).

1. Open Order Reg – By Number

Prints a summary register (one line per transaction) showing open rental orders in transaction number order. The report includes the transaction number, customer number and name, subtotal, deposit, written by, port number, and store number. You can print a range of transaction numbers and/or transaction dates. Also you can print all stores or a selected store.

```
CS040993  Rental Open Order Register  DIM11 DATA                  Date 0mm/dd/yy
Rev10.0.4                          STORE #1                       Port  37
                                                                  Store 01

    1. Input Parameters

          Beginning Trans Number                  0
          Ending    Trans Number            9999999
          Beginning Trans Date                    0
          Ending    Trans Date               999999

          Number of Copies                        1
          Store Number (0=All)                    1
          Report Date                        mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

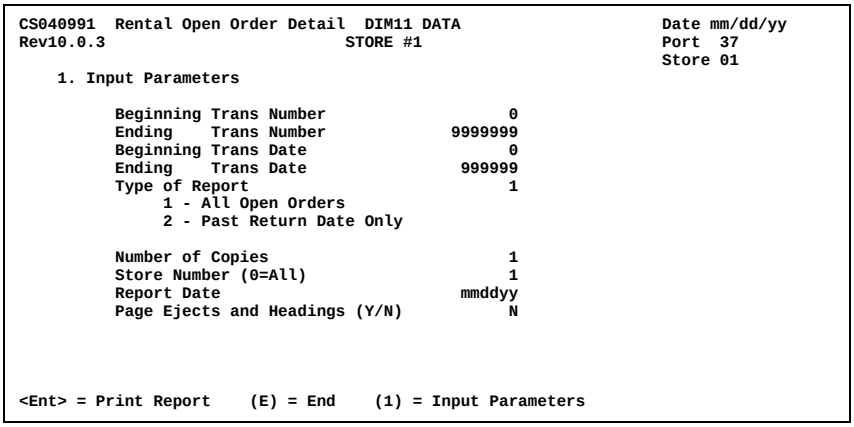
2. Open Order Reg – By Customer

This report shows the same information as the Open Order Reg – By Number except it is printed in customer number order.

```
CS040994 Rental Open Order Register DIM11 DATA                    Date mm/dd/yy
Rev10.0.4                          STORE #1                       Port  37
                                                                  Store 01

    1. Input Parameters

          Beginning Cust Number                .000
          Ending    Cust Number          999999.999
          Beginning Trans Date                    0
          Ending    Trans Date               999999

          Number of Copies                        1
          Store Number (0=All)                    1
          Report Date                        mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

3. Open Order Detail – By Number

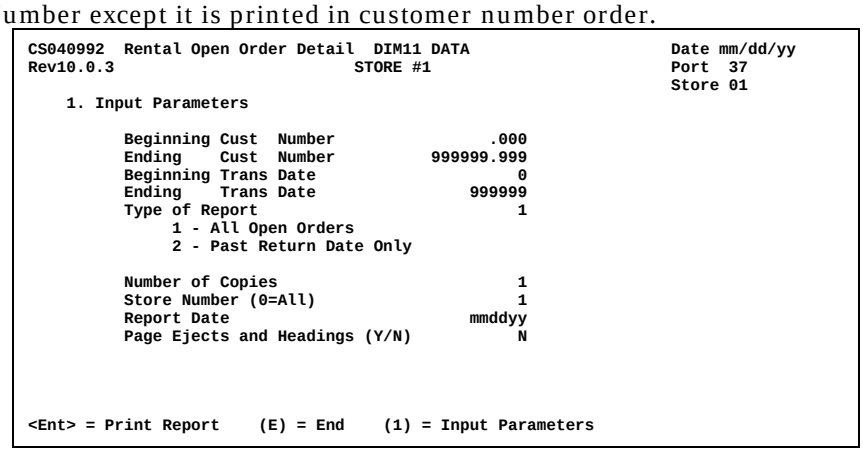
This report shows open rental order information including all header and line item detail for each rental order printed in transaction number order. The report includes the following header information: transaction number, customer number and name, date and time, store number (S), port number (P), assigned sales rep (A), written by sales rep (W), customer class (C), price level (P), terms code (T), update code (U=updated, D=flagged for deletion), miscellaneous comments, and customer P.O. number. The line item detail includes line number, quantity, description, serial numbers, units, rental amount, cycle billing amount, total cycle billing amount, cycle billing date, date/time out, date/time in, deposit information, and totals if part of the order has been invoiced. You can select all open rental orders or those past the return date only. You can print a range of transaction numbers and/or transaction dates. Also you can print all stores or a selected store.



```
CS040991  Rental Open Order Detail  DIM11 DATA                    Date mm/dd/yy
Rev10.0.3                         STORE #1                       Port  37
                                                                 Store 01
    1. Input Parameters

          Beginning Trans Number                    0
          Ending    Trans Number              9999999
          Beginning Trans Date                      0
          Ending    Trans Date                999999
          Type of Report                            1
               1 - All Open Orders
               2 - Past Return Date Only

          Number of Copies                          1
          Store Number (0=All)                      1
          Report Date                           mmddyy
          Page Ejects and Headings (Y/N)             N



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

4. Open Order Detail – By Customer

This report shows the same information as the Open Order Detail – By Number except it is printed in customer number order.



```
CS040992  Rental Open Order Detail  DIM11 DATA                    Date mm/dd/yy
Rev10.0.3                         STORE #1                       Port  37
                                                                 Store 01
    1. Input Parameters

          Beginning Cust  Number                    .000
          Ending    Cust  Number             999999.999
          Beginning Trans Date                      0
          Ending    Trans Date                999999
          Type of Report                            1
               1 - All Open Orders
               2 - Past Return Date Only

          Number of Copies                          1
          Store Number (0=All)                      1
          Report Date                           mmddyy
          Page Ejects and Headings (Y/N)             N



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

8. Rental Sales History

There are seven reports available for printing rental sales history. When you select **Rental Sales History**, the computer displays the following menu:

```
+-------------------------------------------------------------------------+
|         DIM11 DATA       |      === RENTAL SALES HISTORY ===       | 11.1|
+-------------------------------------------------------------------------+
                |  1. Invoice Reg. - By Number           |
                |  2. Invoice Reg. - By Customer         |
                |  3. Invoice Detail - By Number         |
                |  4. Invoice Detail - By Customer       |
                |  5. Rental by Customer/Item            |
                |  6. Rental Transaction by Item         |
                |  7. Rental Activity by Item            |
                +----------------------------------------+
```

These are similar to the open order reports for regular sales. The information comes from the Rental Sales History File (RSH0.D).

1. Invoice Reg – By Number

Prints a summary register (one line per transaction) showing rental sales history invoices in transaction number order. The report includes the transaction number, customer number and name, subtotal, addon, tax, total, deposit used, average %, type, written by, port number, and store number. You can print a range of transaction numbers and/or transaction dates. Also you can print all stores or a selected store.

```
CS040985   Rental History Register  DIM11 DATA                    Date mm/dd/yy
Rev10.0.3                        STORE #1                        Port  37
                                                                 Store 01
    1. Input Parameters

          Beginning Trans Number                0
          Ending    Trans Number          9999999
          Beginning Trans Date                  0
          Ending    Trans Date             999999
          Type of Report                         1
               1 - Complete
               2 - Sales Only
               3 - Returns Only
          Number of Copies                       1
          Store Number (0=All)                   1
          Report Date                       mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

2. Invoice Reg – By Customer

This report shows the same information as the Invoice Reg – By Number except it is printed in customer number order.

```
CS040986   Rental History Register  DIM11 DATA                    Date mm/dd/yy
Rev11.0.1                        STORE #1                        Port  37
                                                                 Store 01
    1. Input Parameters

          Beginning Cust Number                .000
          Ending    Cust Number          999999.999
          Beginning Trans Date                   0
          Ending    Trans Date              999999
          Type of Report                         1
               1 - Complete
               2 - Sales Only
               3 - Returns Only
          Number of Copies                       1
          Store Number (0=All)                   1
          Report Date                       mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

3. Invoice Detail – By Number

This report shows rental sales history invoices and credits including all header detail, line item detail for each item on the invoice/credit, cycle billing information, deposit information, and totals. It is printed in transaction number order. You can print a range of transaction numbers and/or transaction dates. Also you can print all stores or a selected store.

```
CS040983    Rental History Detail   DIM11 DATA                    Date mm/dd/yy
Rev10.0.2                          STORE #1                      Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Trans Number                    0
          Ending    Trans Number              9999999
          Beginning Trans Date                    0
          Ending    Trans Date                999999
          Type of Report                            1
               1 - Complete
               2 - Sales Only
               3 - Returns Only
          Show Cost         (Y/N)                   Y
          Number of Copies                          1
          Store Number (0=All)                      1
          Report Date                           mmddyy
          Page Ejects and Headings (Y/N)            N









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

4. Invoice Detail – By Customer

This report shows the same information as the Invoice Detail – By Number except it is printed in customer number order.

```
CS040984    Rental History Detail   DIM11 DATA                    Date mm/dd/yy
Rev10.0.3                          STORE #1                      Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Cust  Number                   .000
          Ending    Cust  Number           999999.999
          Beginning Trans Date                    0
          Ending    Trans Date                999999
          Type of Report                            1
               1 - Complete
               2 - Sales Only
               3 - Returns Only
          Show Cost         (Y/N)                   Y
          Number of Copies                          1
          Store Number (0=All)                      1
          Report Date                           mmddyy
          Page Ejects and Headings (Y/N)            N









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

5. Rental by Customer/Item

This report shows a list of customers who have rented the item. It is similar to the Sales by Customer by Item report (DS03302C) on the **Sales by Customer/Item Menu** under **Sales Reports**, **Sales History**. It also shows the item's serial number which is useful in tracking down a missing item.

```
CS040987      Rental Customer/Item    DIM11 DATA                  Date mm/dd/yy
Rev11.0.2                                                         Port  37
                                                                  Store 01
    1. Input Parameters

          Print  1)Numerically  2)Alphabetically    1
          Beginning Customer                    .000
          Ending    Customer               999999.999
          Beginning Item                          0
          Ending    Item                   99999999
          Beginning Date         (MMDDYY)         0
          Ending    Date         (MMDDYY)    999999
          Print Transaction Detail  (Y/N)         N
          Print Item    Totals      (Y/N)         Y
          Print Section Totals      (Y/N)         N
          Print Group   Totals      (Y/N)         N
          Number of Copies                        1
          Store Number            (0=All)         1
          Report Date                         mmddyy


<Ent>=Print Report   (E)=End   (1)=Input Parameters
```

6. Rental Transaction by Item

This report shows a rental history for rental items. It is similar to the Sales Transactions by Item report (DS03302S) on the **Sales by Customer/Item Menu** under **Sales Reports**, **Sales History.**

```
CS040988    Rental Transactions by Item   DIM11 DATA              Date mm/dd/yy
Rev11.0.1                                                       Port  37
                                                                Store 01
    1. Input Parameters

          Beginning Item                          0
          Ending    Item                   99999999
          Beginning Date         (MMDDYY)         0
          Ending    Date         (MMDDYY)    999999
          Print Transaction Detail  (Y/N)         Y
          Print Item    Totals      (Y/N)         Y
          Print Section Totals      (Y/N)         N
          Print Group   Totals      (Y/N)         N
          Number of Copies                        1
          Store Number            (0=All)         1
          Report Date                         mmddyy


<Ent>=Print Report   (E)=End   (1)=Input Parameters
```

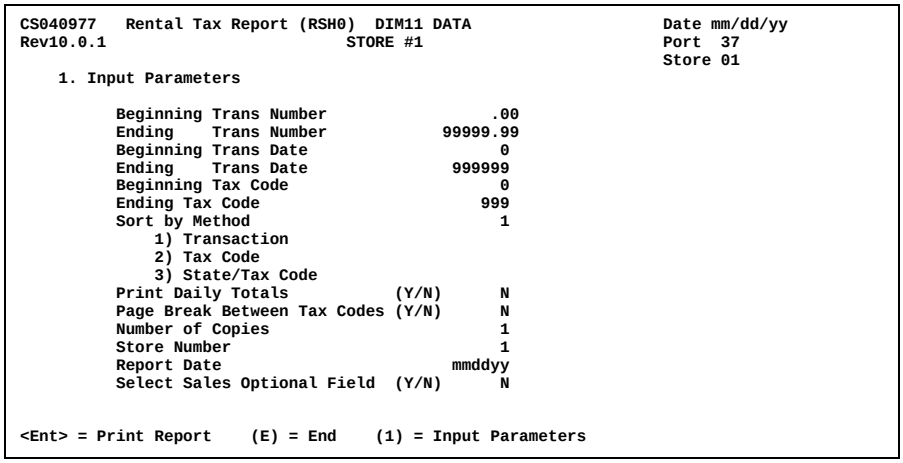
7. Rental Activity by Item

This report shows activity for rental items including the item number, serial number, description, status, on-hand, and rented quantity. It shows information from the Rental Activity screen (CS04090A) which can be accessed from the **Rental Transaction Entry Menu**.

```
CS040989    Rental Activity by Item   DIM11 DATA                Date mm/dd/yy
Rev11.0.0                                                       Port  37
                                                                Store 01
    1. Input Parameters
          Beginning Item                          0
          Ending    Item                   99999999
          Beginning Date         (MMDDYY)         0
          Ending    Date         (MMDDYY)    999999
          Number of Copies                        1
          Store Number            (0=All)         1
          Report Date                         mmddyy


<Ent>=Print Report   (E)=End   (1)=Input Parameters
```

9. Rentals Sales Tax Report

This report is similar to the sales tax report that comes from the Sales History File (SH0.D), however it uses the Rental Sales History File (RSH0.D) to obtain sales tax information from rental transactions. It can be sorted by one of three methods: transaction number, tax code, or state/tax code. The state/tax code option expects the first 2 characters of the tax code description in the Sales Variable File (Sales Tax, Sales Tax Options, field 2) to be the first 2 letters of the state abbreviation. The program sorts all the transactions in the range selected by state abbreviation and then by tax code within that state. For this to work properly, make sure that all tax code descriptions in the Variable File begin with the 2-letter state abbreviation. If they are not entered correctly, the program will still sort by the first 2 characters, whatever they are. This could produce a rather meaningless report.



```
CS040977   Rental Tax Report (RSH0)  DIM11 DATA                    Date mm/dd/yy
Rev10.0.1                        STORE #1                          Port  37
                                                                   Store 01

    1. Input Parameters

          Beginning Trans Number                  .00
          Ending    Trans Number              99999.99
          Beginning Trans Date                     0
          Ending    Trans Date                999999
          Beginning Tax Code                       0
          Ending Tax Code                        999
          Sort by Method                           1
              1) Transaction
              2) Tax Code
              3) State/Tax Code
          Print Daily Totals           (Y/N)       N
          Page Break Between Tax Codes (Y/N)       N
          Number of Copies                         1
          Store Number                             1
          Report Date                         mmddyy
          Select Sales Optional Field  (Y/N)       N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Trans Number — Enter the first transaction number of the range you wish to include on this report. Or press **Tab** to begin with the first transaction.

Ending Trans Number — Enter the last transaction number of the range you wish to include on this report. Or press **Tab** to use all remaining transactions.

Beginning Trans Date — Enter the first transaction date of the range you wish to include on this report. Or press **Tab** to begin with the first transaction date found.

Ending Trans Date — Enter the last transaction date of the range you wish to include on this report. Or press **Tab** to use all remaining transactions dates.

Beginning Tax Code — Enter the 3-character tax code of the range you wish to include on this report. Or press **Tab** to start with the first tax code.

Ending Tax Code — Enter the last tax code you wish to include on this report. Or press **Tab** to use all remaining tax codes.

Sort by Method
1) Transaction
2) Tax Code
3) State/Tax Code

Enter **1** if you wish to print the report in transaction number order, **2** for tax code number order, or **3** for state/tax code number order.

Totals Only (Y/N)

Only if the **Sort by Method** is **2** or **3**. Enter **Y** if you wish to print only the totals of each tax code or state/tax code. Enter **N** if you wish to print each transaction (one line per transaction) showing invoice number, customer number and name, invoice date, gross sales, subtotal, non-taxable amount, taxable sales amount, sales tax amount, and addon amount.

Print Daily Totals (Y/N)

Enter **Y** if you wish to print a subtotal for each day's transactions (if you are not printing totals only). Or enter **N** to print the list of transactions without a daily subtotal.

Page Break Between Tax Codes (Y/N)

Enter **Y** if you wish to eject a new page and print a heading whenever data for the next tax code begins. Or enter **N** if you wish to print continuously without breaking between tax codes.

SAMPLE RENTAL SALES TAX REPORT
Sales By Transaction

```
mm/dd/yy       STORE: 01    RENTAL SALES TAX BY TRANSACTION            DIM11 DATA                                  CS040977
12:51:30                      FROM: 00/00/00  TO: 99/99/99                                                        PAGE 0001

 INVOICE   CUSTOMER    CUSTOMER            INVOICE        GROSS      SUBTOTAL       NON          TAXABLE      SALES      ADDONS
 NUMBER    NUMBER      NAME                DATE           SALES                     TAXABLE      SALES        TAX

40006.01       1.000  CASH SALES1234567890  11/19/98      3600.30       3346.00                    3346.00     254.30
40007.01    2020.000  DYNASTY CORPORATION   11/19/98        46.50-        46.50-       46.50-
40009.01       1.000  CASH SALES1234567890  12/17/98        10.00         10.00        10.00
40010.01       1.000  CASH SALES1234567890  12/17/98        10.00         10.00        10.00
40011.01       1.000  CASH SALES1234567890  01/13/99       430.56        414.00                     414.00      16.56
40012.01       1.000  CASH SALES1234567890  08/17/99        52.00         50.00                      50.00       2.00
40013.01       1.000  CASH SALES1234567890  01/15/99        10.00         10.00        10.00
40016.01       1.000  CASH SALES1234567890  01/15/99        50.00         50.00        50.00
40017.01       1.000  CASH SALES1234567890  08/17/99       104.00        100.00                     100.00       4.00
40019.01       1.000  CASH SALES1234567890  02/08/99        15.60         15.00                      15.00        .60
40021.01       1.000  CASH SALES1234567890  03/04/99       510.00        510.00       510.00
40022.01       1.000  CASH SALES1234567890  03/04/99       510.00        510.00       510.00
40023.01       1.000  CASH SALES1234567890  03/19/99        62.90         52.50        62.50                       .40       10.00
40024.00    1050.000  BONHAM/STAN           03/19/99       810.26        735.00                     735.00      75.26
50000.01       1.000  CASH SALES1234567890  08/17/99        56.16         54.00                      54.00       2.16
50001.01       1.000  CASH SALES1234567890  08/23/99       521.56        501.50                     501.50      20.06
50002.01       1.000  CASH SALES1234567890  08/23/99       626.34        602.25                     602.25      24.09
50003.00       1.000  CASH SALES1234567890  08/23/99       313.56        301.50                     301.50      12.06
50004.00       1.000  CASH SALES1234567890  08/23/99       313.56        301.50                     301.50      12.06


                                          GRAND TOTAL     7960.30       7526.75      1116.00      6420.75     423.55      10.00
```

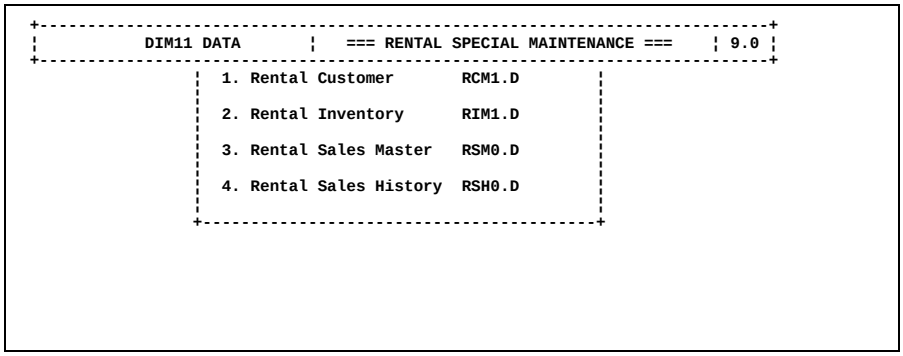
Rental Special Maintenance

Introduction

This section contains special maintenance programs for the rentals files. Use these programs to view or edit unfiltered rental data. Any maintenance on the files would usually be done through the standard programs but there may be occasions where you need to use this set of programs under the direction of Dimensions support personnel. The information accessed here is sensitive and should be accessed cautiously.

Special Maintenance Menu

When you select **Rental Special Maintenance** from the **Rentals Menu**, another menu is displayed:



See the following 4 parts for descriptions of each option.

How To Use This Section

The options in this section are written following a standard pattern.

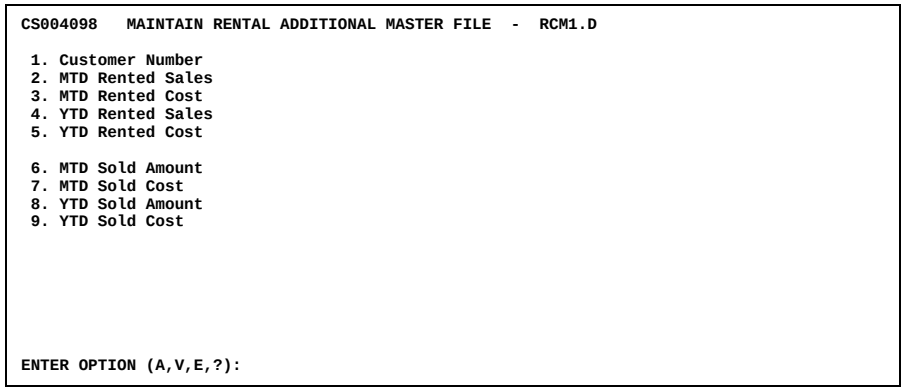
- Each option begins on a new page.
- The filename and keys (if applicable) are defined.
- The purpose of the option is stated in COMMENTS.
- A sample screen of the input parameters is presented.
- Any special fields or unique instructions are explained.

1. Rental Customer RCM1.D

FILENAME : RCM1.D (Rental Additional Customer File)

KEYS : Customer Number

COMMENTS: Use this program to view or edit unfiltered rental customer data. The maintenance on this file would usually be done through the regular programs but there may be occasions where you need to use this program under the directions of a Dimensions Support Analyst.


CS004098 MAINTAIN RENTAL ADDITIONAL MASTER FILE - RCM1.D
1. Customer Number
2. MTD Rented Sales
3. MTD Rented Cost
4. YTD Rented Sales
5. YTD Rented Cost
6. MTD Sold Amount
7. MTD Sold Cost
8. YTD Sold Amount
9. YTD Sold Cost
ENTER OPTION (A,V,E,?):

2. Rental Inventory RIM1.D

FILENAME : RIM1.D (Rental Inventory File)

KEYS : Store Number
Rental Number (item number)
Serial Number

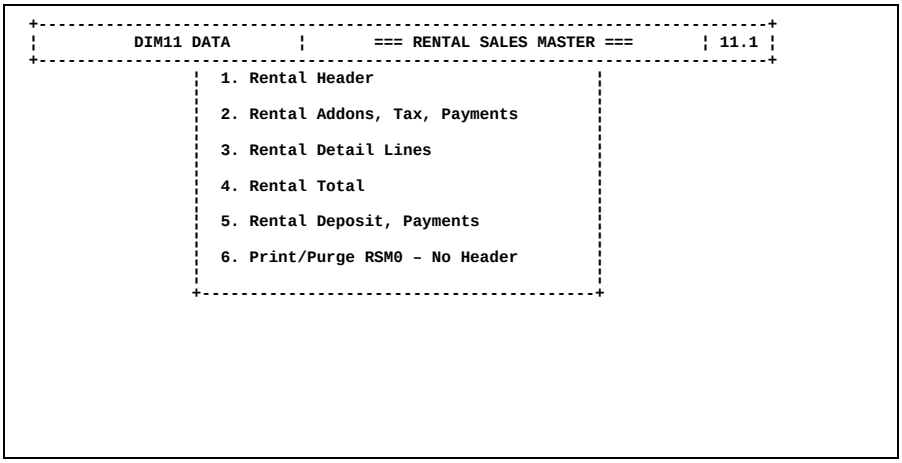
COMMENTS: Use this program to view, edit, or delete unfiltered rental inventory data. The maintenance on this file would usually be done through the regular programs but there may be occasions where you need to use this program under the directions of a Dimensions Support Analyst.

```
CS004099   MAINTAIN RENTAL INVENTORY MASTER FILE (RIM1.D)

 1.Store #                20.Tot Purch             37.MTD-Rent Hours
 2.Rental#                21.Unit Sell             38.YTD-Rent Hours
 3.Serial#                22.Depr Life(mos)        39.LTD-Rent Hours
 4.Status(M,X)            23.Maint Cycle(days)     40.MTD-Rent Sls
 5.Descr 1                                         41.YTD-Rent Sls
 6.Descr 2                                         42.LTD-Rent Sls
 7.Non-Taxable(Y/N)       24.Dt Last Maint(yyyymmdd)
 8.Cost Percent           25.MTD-Maint Freq        43.MTD-Rent Cst
 9.Hourly  Rate           26.YTD-Maint Freq        44.YTD-Rent Cst
10.Daily   Rate           27.LTD-Maint Freq        45.LTD-Rent Cst
11.Weekly  Rate           28.MTD-Mt Exp            46.Last Depr Update
12.Monthly Rate           29.YTD-Mt Exp            47.Sold Amt
13.Min Rent  Amt          30.LTD-Mt Exp            48.Sold Date
14.Min Depos Amt          31.MTD-Dep Exp           49.Sold Cost
15.Number On-Hand         32.YTD-Dep Exp
16.Number  Rented         33.LTD-Dep Exp
17.Number Reserved             34.MTD-Rent-Frq
18.Dt Added (yyyymmdd)         35.YTD-Rent Frq
19. Not Used                   36.LTD-Rent Frq

ENTER OPTION (A,V,E,?):
```

To delete an item from the Rental Inventory File, you must view it first and then select **D** for delete.

3. Rental Sales Master RSM0.D

This menu is displayed after selecting **3** for **Rental Sales Master RSM0.D** from the **Rental Special Maintenance Menu**:



See the following 6 parts for descriptions of each option.

3-1. Rental Header

FILENAME : RSM1.D (Rental Sales Master File)
Type 1 record of RSM0.D (header)

KEYS : Store Number
Transaction Number
Line Number (401)

COMMENTS: Since this is maintenance on the transaction header, the line number will always be 401.

```
CS004091   MAINTAIN RENTAL SALES MASTER HEADER 1 RECORD (RSM1.D)

 1. Store #                        19. Shipto 1
 2. Transaction #                  20. Shipto 2
 3. Line # (401)                   21. Shipto 3
 4. Batch #
 5. Customer #
 6. Port # (1-999)
 7. Assigned Salesman #
 8. Written By
 9. Terms
10. Class
11. Last Transaction #
12. In Use (I)
13. Transaction Type(O,I,R)
14. Status 2
15. Trans Dt (yyyymmdd)
16. Trans Time (hhmm)
17. Cash Sales (Y/N)
18. Manual Cr Release (Y/N)


ENTER OPTION (A,V,E,?):
```

3-2. Rental Addons, Tax, Payments

FILENAME : RSM2.D (Rental Sales Master File)
Type 2 record of RSM0.D (addons, tax, payments)

KEYS : Store Number
Transaction Number
Line Number (402)

COMMENTS: Since this is maintenance on the transaction addons, tax, and payments, the line number will always be 402.

```
CS004092   MAINTAIN RENTAL SALES MASTER HEADER 2 RECORD (RSM2.D)

 1.Store #              0   19.Addon Amt 1
 2.Trans  #                 20.Addon Amt 2
 3.Line   # (402)          21.Addon Amt 3
 4.Batch  #                 22.Cash
 5.Sig.                     23.Check
 6.Tax Source(M,C)          24.Other Pay 3
 7.Tax Code(1-999)          25.Other Pay 4
 8.Tax 1 Amt                26.Other Pay 5
 9.Txable 1 Amt             27.Other Pay 6
10.Tax 2 Amt                28.Other Pay 7
11.Txable 2 Amt             29.Other Pay 8
12.Dep Rec/Used             30.Other Pay 9
13.Tot Prev Dep             31.Other Pay 10
14.Not Used                 32.Change
15.Not Used                 33.Subtotal
16.Addon Code 1             34.Total
17.Addon Code 2             35.Total Cost
18.Addon Code 3


ENTER OPTION (A,V,E,?): V
```

3-3. Rental Detail Lines

FILENAME : RSM3.D (Rental Sales Master File)
Type 3 record of RSM0.D (detail lines)

KEYS : Store Number
Transaction Number
Line Number (10001-19999)

COMMENTS: These are the individual lines on a rental transaction.

```
CS004093   MAINTAIN RENTAL SALES MASTER DETAIL RECORD (RSM3.D)

 1. Store #                              19. Check Out Date(yyyymmdd)
 2. Transaction Number                   20. Check Out Time(hhmm)
 3. Line # (10001-19999)                 21. Check In Date(yyyymmdd)
 4. Batch #                              22. Check In Time(hhmm)
 5. Line Type(C,O,R,S,D)                 23. Rental Hours
 6. Non Taxable (Y/N)                    24. Billing Cycle Amount
 7. Line Updt(BLNK,A,B)                  25. Tot Billing Cycl Amt
 8. Rental #                             26. Last Cycl Dt(yyyymmdd)
 9. Serial #                             27. Desc
10. Quantity Rented
11. Price
12. Price Method(N,H,D,W,M)
13. Price Source(A,E,O)
14. Units(hrs,days,etc)
15. Extended Price
16. Minimum Deposit
17. Cost
18. Extended Cost


ENTER OPTION (A,V,E,?):
```

3-4. Rental Total

FILENAME : RSM1.D (Rental Sales Master File)
Type 1 record of RSM0.D (total)

KEYS : Store Number
Transaction Number
Line Number (403)

COMMENTS: Since this is maintenance on the transaction totals, the line number will always be 403.

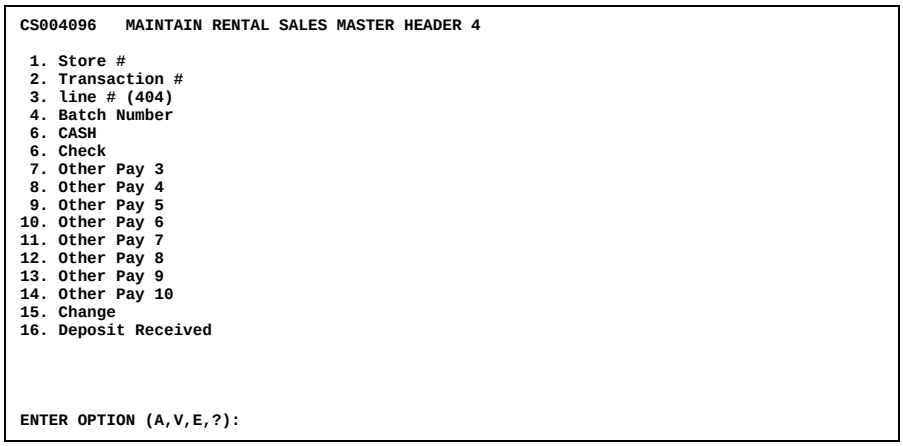
```
CS004095   MAINTAIN RENTAL SALES MASTER HEADER 3 RECORD (RSM1.D)

 1. Store #
 2. Transaction #
 3. Line # (403)
 4. Batch #
 5. Rental Notes 1
 6. Rental Notes 2
 7. Customer P.O.
 8. Not Used
 9. Phone Number
10. Area Code
11. # Rental Lines
12. # Rent Return Ln
13. # Sold Lines
14. Total # Lines
15. Total $ Sold
16. Total $ Rent Ret
17. Total $ Min Dep
18. Total $ Rented


ENTER OPTION (A,V,E,?):
```

3-5. Rental Deposit, Payments

FILENAME : RSM4.D (Rental Sales Master File)
Type 4 record of RSM0.D (deposit, payments)

KEYS : Store Number
Transaction Number
Line Number (404)

COMMENTS: Since this is maintenance on the transaction deposit and payments, the line number will always be 404.

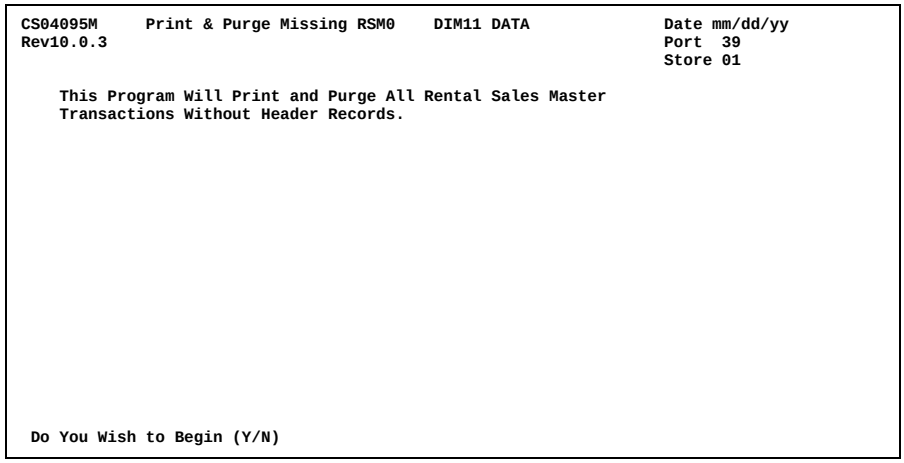


3-6. Print/Purge RSM0 – No Header

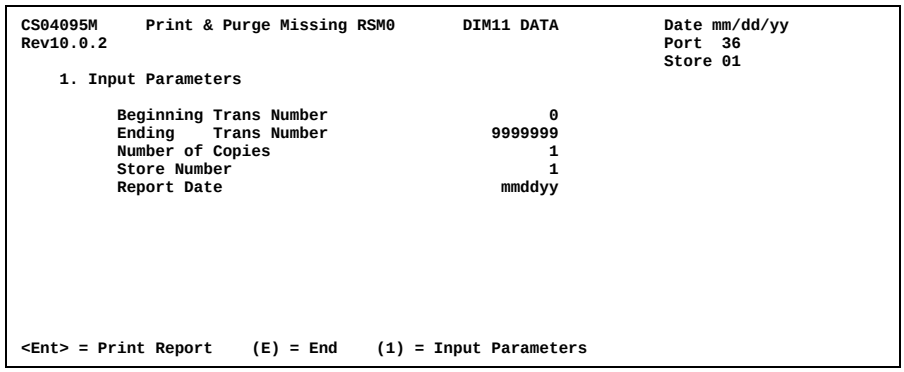
FILENAME : RSM0.D (Rental Sales Master File)

KEYS : N/A

COMMENTS: This program is similar to Print/Purge Missing SM0 – No Header. It reads through the sales transactions in RSM0, prints a list of all transactions without header records, and purges them. The computer displays:


CS04095M Print & Purge Missing RSM0 DIM11 DATA Date mm/dd/yy
Rev10.0.3 Port 39
Store 01
This Program Will Print and Purge All Rental Sales Master
Transactions Without Header Records.
Do You Wish to Begin (Y/N)

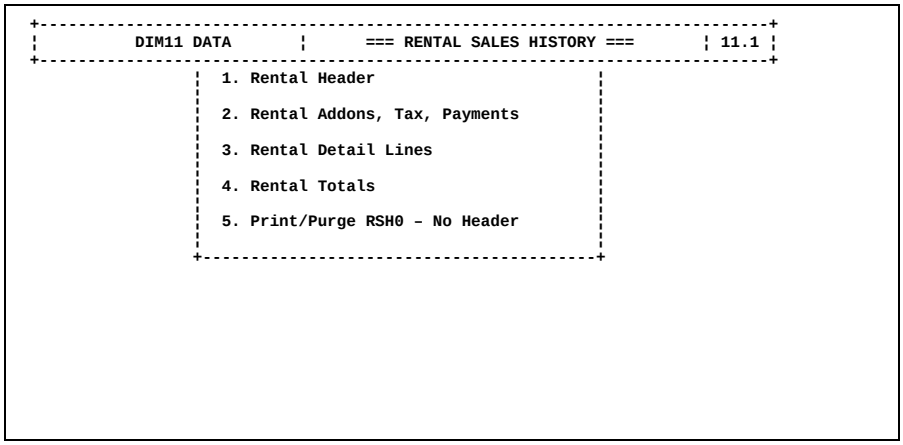
If you enter **Y**, the computer displays:


CS04095M Print & Purge Missing RSM0 DIM11 DATA Date mm/dd/yy
Rev10.0.2 Port 36
Store 01
1. Input Parameters
Beginning Trans Number 0
Ending Trans Number 9999999
Number of Copies 1
Store Number 1
Report Date mmddyy
<Ent> = Print Report (E) = End (1) = Input Parameters

Change the input parameters if needed and print the report. Any records that are found are purged at the same time.

4. Rental Sales History RSH0.D

This menu is displayed after selecting **4** for **Rental Sales History RSH0.D** from the **Rental Special Maintenance Menu:**



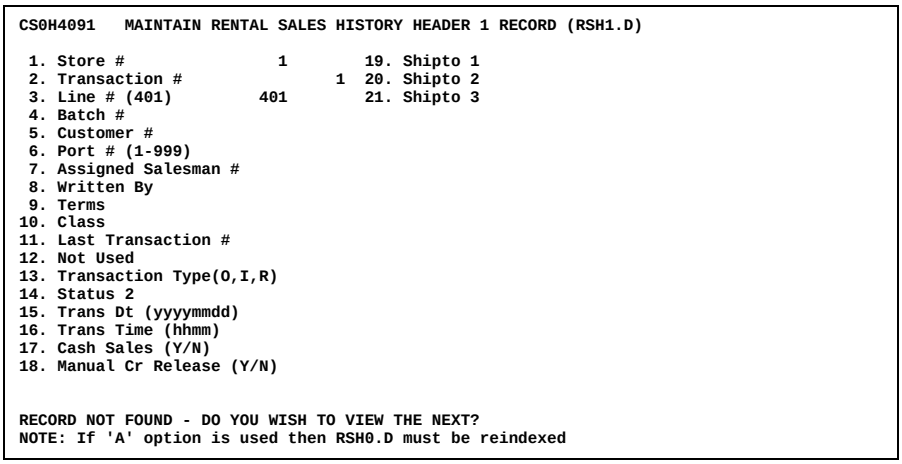
See the following 5 parts for descriptions of each option.

4-1. Rental Header

FILENAME : RSH1.D (Rental Sales History File)
Type 1 record of RSH0.D (header)

KEYS : Store Number
Transaction Number
Line Number (401)

COMMENTS: Since this is maintenance on the transaction header, the line number will always be 401.



```
CS0H4091   MAINTAIN RENTAL SALES HISTORY HEADER 1 RECORD (RSH1.D)

 1. Store #                1        19. Shipto 1
 2. Transaction #                1  20. Shipto 2
 3. Line # (401)         401        21. Shipto 3
 4. Batch #
 5. Customer #
 6. Port # (1-999)
 7. Assigned Salesman #
 8. Written By
 9. Terms
10. Class
11. Last Transaction #
12. Not Used
13. Transaction Type(O,I,R)
14. Status 2
15. Trans Dt (yyyymmdd)
16. Trans Time (hhmm)
17. Cash Sales (Y/N)
18. Manual Cr Release (Y/N)


RECORD NOT FOUND - DO YOU WISH TO VIEW THE NEXT?
NOTE: If 'A' option is used then RSH0.D must be reindexed
```

If you add a record using the “A” option, you must reindex RSH0.D.

4-2. Rental Addons, Tax, Payments

FILENAME : RSH2.D (Rental Sales History File)
Type 2 record of RSH0.D (addons, tax, payments)

KEYS : Store Number
Transaction Number
Line Number (402)

COMMENTS: Since this is maintenance on the transaction addons, tax, and payments, the line number will always be 402.

```
CS0H4092   MAINTAIN RENTAL SALES HISTORY HEADER 2 RECORD (RSH2.D)

 1.Store #                 19.Addon Amt 1
 2.Trans  #                20.Addon Amt 2
 3.Line   # (402)          21.Addon Amt 3
 4.Batch  #                22.Cash
 5.Sig.                    23.Check
 6.Tax Source(M,C)         24.Other Pay 3
 7.Tax Code(1-999)         25.Other Pay 4
 8.Tax 1 Amt               26.Other Pay 5
 9.Txable 1 Amt            27.Other Pay 6
10.Tax 2 Amt               28.Other Pay 7
11.Txable 2 Amt            29.Other Pay 8
12.Dep Rec/Used            30.Other Pay 9
13.Tot Prev Dep            31.Other Pay 10
14.Not Used                32.Change
15.Not Used                33.Subtotal
16.Addon Code 1            34.Total
17.Addon Code 2            35.Total Cost
18.Addon Code 3


ENTER OPTION (A,V,E,?):
NOTE: If 'A' option is used then RSH0.D must be reindexed
```

If you add a record using the “A” option, you must reindex RSH0.D.

4-3. Rental Detail Lines

FILENAME : RSH3.D (Rental Sales History File)
Type 3 record of RSH0.D (detail lines)

KEYS : Store Number
Transaction Number
Line Number (10001-19999)

COMMENTS: These are the individual lines on a rental transaction.

```
CS0H4093   MAINTAIN RENTAL SALES HISTORY DETAIL RECORD (RSH3.D)

 1. Store #                              19. Check Out Date(yyyymmdd)
 2. Transaction Number                   20. Check Out Time(hhmm)
 3. Line # (10001-19999)                 21. Check In Date(yyyymmdd)
 4. Batch #                              22. Check In Time(hhmm)
 5. Line Type(C,O,R,S,D)                 23. Rental Hours
 6. Non Taxable (Y/N)                    24. Billing Cycle Amount
 7. Line Updt(BLNK,A,B)                  25. Tot Billing Cycl Amt
 8. Rental #                             26. Last Cycl Dt(yyyymmdd)
 9. Serial #                             27. Desc
10. Quantity Rented                      28. Not Used
11. Price
12. Price Method(N,H,D,W,M)
13. Price Source(A,E,O)
14. Units(hrs,days,etc)
15. Extended Price
16. Minimum Deposit
17. Cost
18. Extended Cost


ENTER OPTION (A,V,E,?):
NOTE: If 'A' option is used then RSH0.D must be reindexed
```

If you add a record using the “A” option, you must reindex RSH0.D.

4-4. Rental Totals

FILENAME : RSH3.D (Rental Sales History File)
Type 3 record of RSH0.D (totals)

KEYS : Store Number
Transaction Number
Line Number (403)

COMMENTS: Since this is maintenance on the transaction totals, the line number will always be 403.

```
CS0H4095   MAINTAIN RENTAL SALES HISTORY HEADER 3RECORD (RSH1.D)

 1. Store #
 2. Transaction #
 3. Line # (403)
 4. Batch #
 5. Rental Notes 1
 6. Rental Notes 2
 7. Customer P.O.
 8. Not Used
 9. Phone Number
10. Area Code
11. # Rental Lines
12. # Rent Return Ln
13. # Sold Lines
14. Total # Lines
15. Total $ Sold
16. Total $ Rent Ret
17. Total $ Min Dep
18. Total $ Rented


ENTER OPTION (A,V,E,?):
NOTE: If 'A' option is used then RSH0.D must be reindexed
```

If you add a record using the “A” option, you must reindex RSH0.D.

4-5. Print/Purge RSH0 – No Header

FILENAME : RSH0.D (Rental Sales History File)

KEYS : N/A

COMMENTS: This program is similar to Print/Purge Missing SM0 – No Header. It reads through the sales transactions in RSH0, prints a list of all transactions without header records, and purges them. The computer displays:

```
CS04095H    Print & Purge Missing RSH0   DIM11 DATA              Date mm/dd/yy
Rev10.0.3                                                       Port  39
                                                                Store 01

This Program Will Print and Purge All Rental Sales History
Transactions Without Header Records.









Do You Wish to Begin (Y/N)
```

If you enter **Y**, the computer displays:

```
CS04095H    Print & Purge Missing RSH0       DIM11 DATA         Date mm/dd/yy
                                                                Port  36
                                                                Store 01
    1. Input Parameters

          Beginning Trans Number                     0
          Ending    Trans Number                9999999
          Number of Copies                           1
          Store Number                               1
          Report Date                           mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Change the input parameters if needed and print the report. Any records that are found are purged at the same time.

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